



**Berkeley Town Council  
Publication Scheme  
Approved 16.11.2020  
Review Due Date: May 2021**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost-see table below</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard copy from the Clerk Website <a href="http://www.berkeley-tc.gov.uk">www.berkeley-tc.gov.uk</a></p>	
<p>Who's who on the Council and its Committees</p>	<p>Hard copy from the Clerk Website</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)</p>	<p>Hard copy from the Clerk Website Notice Board</p>	
<p>Location of main Council office and accessibility details</p>	<p>Hard copy from the Clerk Website</p>	
<p>Staffing structure</p>	<p>Hard copy from the Clerk Website</p>	
<p><b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum</p>	<p>Hard copy from the Clerk Website</p>	
<p>Annual return form and report by auditor</p>	<p>Hard copy from the Clerk Website</p>	

Finalised budget	Hard copy from the Clerk	
Precept	Hard copy from the Clerk	
Borrowing Approval letter	-	
Financial Standing Orders and Regulations	Hard copy from the Clerk or Website	
Grants given and received	Hard copy from the Clerk or Website (within minutes)	
List of current contracts awarded and value of contract	Hard copy from the Clerk or Website (within minutes)	
Members' allowances and expenses	Hard copy from the Clerk or Website	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	No	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy	
Agendas of meetings (as above)	Hard Copy or website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy or website	
Responses to planning applications	Hard copy from the Clerk or Website (within minutes)	
Bye-laws	Hard copy	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy or website Hard Copy Hard copy or website Hard copy or website Hard copy or website	
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or website Hard copy or website N/A Hard copy or website Hard copy or website	

Information security policy	Hard copy or website	
Records management policies (records retention, destruction and archive)	Hard copy or website	
Data protection policies	Hard copy or website	
Schedule of charges (for the publication of information)	Hard copy or website	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Hard copy or website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Hard copy or website	
Register of gifts and hospitality	Hard copy	
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard copy or website	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy or website	
Parks, playing fields and recreational facilities	Hard copy or website	
Seating, litter bins, clocks, memorials and lighting	Hard copy or website	
Bus shelters	Hard copy or website	
Markets	N/A	

Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy or website	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Town Clerk: Justine Hopkins

Email: [clerk@berkeley-tc.gov.uk](mailto:clerk@berkeley-tc.gov.uk)

Tel: 01453 511964

Address: Berkeley Town Council, Town Hall, Salter Street, Berkeley, Glos, GL13 9DB

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		