

PUBLICATION SCHEME

Freedom of Information Requests

Class of information	How obtained	Cost
Class 1: Who we are and what we do: Organisational information, locations and contacts. Staffing structure.	Contact Parish Clerk www.berryfieldspc.org Electronic copies FOC	Free Hard copies 10p/sheet
Class 2: What we spend and how we spend it. Finalised budget and Precept. Borrowing approval letter. Financial Standing Orders & Regulations. Grants given and received. List of current contracts awarded and value of contract. Members' allowances and expenses.	Hard copy: contact Parish Clerk Hard copy: contact Parish Clerk Hard copy: contact Parish Clerk www.berryfieldspc.org Hard copy: contact Parish Clerk Hard copy: contact Parish Clerk Hard copy: contact Parish Clerk	10p/sheet
Class 3: What our priorities are and how we are doing. Annual report to Parish (current and previous year minimum).	Hard copy: contact Parish Clerk www.berryfieldspc.org Published online, website, social media with link and distributed in hard copy to all households annually.	Further copies 10p/sheet
Class 4: How we make decisions. Timetable of meetings of Council and any committee or sub-committee Meeting agendas (as above) Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting. Reports presented to Council meetings – NB this will exclude information that is properly regarded as private to the meeting. Responses to consultation papers. Responses to planning applications.	www.berryfieldspc.org Hard copy: contact Parish Clerk Hard copy: contact Parish Clerk Hard copy: contact Parish Clerk Hard copy: contact Parish Clerk Hard copy: contact Parish Clerk www.buckinghamshire.gov.uk	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet Free
Class 5: Our policies and procedures. Policies and procedures for conduct of Council business: Standing Orders Delegated authority in respect of officers' Code of Conduct.	www.berryfieldspc.org Hard copy: contact Parish Clerk	Free 10p/sheet

BERRYFIELDS PARISH COUNCIL

Roman Park Hall, Sir Henry Lee Crescent, Aylesbury HP18 0YT

Telephone: 01296 925750

Email: clerk@berryfieldspc.org



<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services. Equality and Diversity Policy Health and Safety Policy Policies and procedures for handling information requests Complaints procedures (including requests for information and operating the publication scheme)</p>	<p>www.berryfieldspc.org Hard copy: contact Parish Clerk</p>	<p>Free 10p/sheet</p>
<p>Information security policy All information regarding Data Protection and GDPR Policy and processes. Records management policy Schedule of charges for publication of information.</p>	<p>www.berryfieldspc.org Hard copy: contact Parish Clerk</p>	<p>Free 10p/sheet</p>
<p>Class 6: Lists and registers Asset Register Register of Members' Interest Register of Gift and Hospitality</p>	<p>Available for inspection from Clerk</p>	
<p>Class 7: The services we offer. Current information only, as applicable: Allotments Roman Park Hall Parks, playing fields and recreational facilities. Seating, litter bins, dog waste bins, lighting, bus shelters (proposed)</p>	<p>For information, please contact Parish Clerk. NB These facilities are planned or in the process of being transferred to the Parish Council. Information available as facilities and services come into existence.</p>	<p>Free</p>

Schedule of charges:

<p>Disbursement Cost</p>	<p>Photocopying @ 10p per sheet (black and white)</p>	<p>Actual cost</p>
	<p>Postage</p>	<p>Envelope plus actual cost of Royal Mail standard second class postage charge.</p>

The Council's Publication Scheme complies with The Information Commissioner's Office (ICO) model publication scheme which may be adopted by Parish Councils and sets out specific requirements for adoption by any public authority without further approval.

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This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned above, where this information is held by the authority.

Contact details:

Parish Clerk

Berryfields Parish Council, Roman Park Hall, Sir Henry Lee Crescent, Aylesbury, HP18 0YT.

Tel: 01296 925750

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Document History

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