

## BEVERLEY TOWN COUNCIL SCHEME OF PUBLICATION

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><b>CLASS1 - WHO WE ARE AND WHAT WE DO</b> Organisational information, structures, locations and contacts</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	hard copy and/or website	10p per sheet
Contact details for Parish Clerk and Council members named contacts where possible with telephone number and email address if used	hard copy and/or website	10p per sheet
Location of main Council office and accessibility details	hard copy and/or website	10p per sheet
Staffing structure	hard copy and/or website	10p per sheet
<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</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	hard copy and/or website	10p per sheet
Finalised budget	hard copy and/or website	10p per sheet
Precept	hard copy and/or website	10p per sheet
Borrowing Approval letter	hard copy	10p per sheet
Financial Standing Orders and Regulations	hard copy and/or website	10p per sheet
Grants given and received	hard copy and/or website	10p per sheet
List of current contracts awarded and value of contract	hard copy and/or website	10p per sheet
Members' allowances and expenses	hard copy and/or website	10p per sheet

<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan current and previous year as a minimum	hard copy and/or website	10p per sheet
Annual Report to Parish or Community Meeting current and previous year as a minimum	hard copy and/or website	Free
Local Councillor Award Scheme	Website	10p per sheet
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, any committee/sub-committee meetings and parish meetings	hard copy and/or website	10p per sheet
Agendas of meetings as above	hard copy and/or website	10p per sheet
Minutes of meetings as above – NB this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website and/or hard copy of minutes at Beverley Reference Library/Treasure House	10p per sheet
Responses to consultation papers	hard copy and/or website	10p per sheet
Responses to planning applications	website and ERYC Planning Portal	10p per sheet
Bye-laws	N/A	

---

<p><b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	hard copy and/or website	10p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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</p>	hard copy and/or website	10p per sheet
Information security policy	hard copy and/or website	10p per sheet
Records management policies records retention, destruction and archive	hard copy and/or website	10p per sheet
Data protection policies GDPR	hard copy and/or website	10p per sheet
Schedule of charges for the publication of information	hard copy and/or website	10p per sheet

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	hard copy or website; some information may only be available by inspection	
Any publicly available register or list if any are held this should be publicised; in most circumstances existing access provisions will suffice	for inspection only	
Assets Register	for inspection only	
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	for inspection and/or website	
Register of members' interests	hard copy and/or website	
Register of gifts and hospitality	for inspection only	

<b>Class 7 – The services we offer</b> 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; some information may only be available by inspection	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	hard copy or website; some information may only be available by inspection	10p per sheet
Seating, litter bins, clocks, memorials and lighting	hard copy or website; some information may only be available by inspection	10p per sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	

Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees e.g. burial fees	N/A	

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	
---	-----	--

## CONTACT DETAILS:

**The Town Clerk  
Beverley Town Council  
12 Well Lane  
Beverley  
HU17 9BL**

**Tel 01482 874096**

**Email [clerk@beverley.gov.uk](mailto:clerk@beverley.gov.uk)**

## SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet black & white	* the actual cost incurred by the public authority
	Photocopying @ 20p per sheet colour	* the actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation quote the actual statute