



BEVERLEY
TOWN COUNCIL

WORKING AS A COMMUNITY

BEVERLEY TOWN COUNCIL SCHEME OF PUBLICATION 2023/24

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>CLASS1 - WHO WE ARE AND WHAT WE DO 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>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT 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
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Strategies and plans, performance indicators, audits, inspections and reviews		
Renovation of new Town Hall, 93 Wilbert Lane		10p per sheet
Ensuring comply with all the legislation relating to local government and Town Councils.		
Preparing a vision strategy for next 4 years following elections		Free
Working in partnership with strategic partners, ie grant recipients, other local councils, contractors,		10p per sheet
Ensuring continuity of service to allotment tenants, grass cutting and maintenance of other services, Christmas Lights, Bloom, Notice Boards and website		
Civic presence in town and surrounding area		

CLASS 4 – HOW WE MAKE DECISIONS 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	
Class 5 – Our policies and procedures		
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 and/or website	10p per sheet
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 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 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

Class 6 – Lists and Registers	
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

Class 7 – The services we offer	
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

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A
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CONTACT DETAILS:

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

Tel 01482 874096
 Email 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
Disbursement cost	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 nd class
Statutory Fee		In accordance with the relevant legislation quote the actual statute

