

#### Contact details:

Parish Clerk

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This Guide to Information sets out the information that Berryfields Parish Council makes routinely available in accordance with the Information Commissioner's Office (ICO) Publication Scheme. It explains what information is available, how it can be accessed, and any charges that may apply.

This guide should be read in conjunction with the ICO Model Publication scheme, which Berryfields Parish Council has adopted in full without modification.

Class of information	Information Available	How to Obtain	Cost
<b>Class 1: Who we are and what we do</b>  Organisational information, staffing structures, contacts and governance.	<ul style="list-style-type: none"> <li>• Council structure</li> <li>• Council committees (where applicable)</li> <li>• Councillor contact details</li> <li>• Parish Clerk contact information</li> <li>• Staffing structure</li> <li>• Council office location</li> <li>• Representation on external /local public bodies (where applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Website <a href="http://www.berryfields-pc.gov.uk">www.berryfields-pc.gov.uk</a></li> <li>• Parish Clerk <a href="mailto:clerk@berryfields-pc.gov.uk">clerk@berryfields-pc.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• Electronic copies: Free</li> <li>• Hard copies: 10p/sheet</li> </ul>
<b>Class 2: What we spend and how we spend it</b>  Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.	<ul style="list-style-type: none"> <li>• Annual budget and Precept</li> <li>• Finalised budget (current and previous year)</li> <li>• Actual accounts, Statement of Accounts and Annual Governance &amp; Accountability Return (AGAR)</li> <li>• Internal audit report (as part of AGAR)</li> <li>• Financial Regulations &amp; Standing Orders</li> <li>• All items of expenditure over £500, (published in accordance with the Transparency Code for Smaller Authorities).</li> <li>• Grants given / received</li> </ul>	<ul style="list-style-type: none"> <li>• Website (where published) <a href="http://www.berryfields-pc.gov.uk">www.berryfields-pc.gov.uk</a></li> <li>• Parish Clerk for hard copies <a href="mailto:clerk@berryfields-pc.gov.uk">clerk@berryfields-pc.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• Electronic copies: Free</li> <li>• Hard copies: 10p/sheet</li> </ul>

	<ul style="list-style-type: none"> <li>• Contracts awarded and contract value</li> <li>• Borrowing approval letter (not held)</li> <li>• Councillor allowances and expenses</li> </ul>		
<b>Class 3: What our priorities are and how we are doing</b>  Plans, strategies, assessments, inspections and reviews.	<ul style="list-style-type: none"> <li>• Annual Parish report (current and previous year)</li> <li>• Parish Plan (not held)</li> <li>• Strategic or business plans (if applicable)</li> <li>• Annual Governance Statement (as part of AGAR)</li> <li>• Impact assessments e.g. Data Protection, Health &amp; Safety, equality (where applicable)</li> <li>• External audit reports</li> </ul>	<ul style="list-style-type: none"> <li>• Website <a href="http://www.berryfields-pc.gov.uk">www.berryfields-pc.gov.uk</a></li> <li>• Parish Clerk for hard copies <a href="mailto:clerk@berryfields-pc.gov.uk">clerk@berryfields-pc.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• Electronic copies: Free</li> <li>• Hard copies: 10p/sheet</li> </ul>
<b>Class 4: How we make decisions</b>  Decision making processes and records of decisions.	<ul style="list-style-type: none"> <li>• Timetable of council and committee meetings</li> <li>• Agendas</li> <li>• Minutes (excluding confidential items)</li> <li>• Reports to Council and committees (where not exempt)</li> <li>• Consultation responses</li> <li>• Planning application responses</li> <li>• Bye-laws (not held – Parish Council has no bye-laws)</li> </ul>	<ul style="list-style-type: none"> <li>• Website <a href="http://www.berryfields-pc.gov.uk">www.berryfields-pc.gov.uk</a></li> <li>• Planning responses <a href="http://www.buckinghamshire.gov.uk">www.buckinghamshire.gov.uk</a></li> <li>• Parish Clerk for hard copies <a href="mailto:clerk@berryfields-pc.gov.uk">clerk@berryfields-pc.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• Electronic copies: Free</li> <li>• Hard copies: 10p/sheet</li> </ul>
<b>Class 5: Our policies and procedures</b>  Current protocols and procedures for delivering our functions.	<ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Code of Conduct</li> <li>• Delegated authority structure</li> <li>• Equality and Diversity Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Complaints Policy</li> <li>• Data Protection &amp; GDPR information</li> <li>• Policies and procedures for handling information requests</li> <li>• Records Management Policy</li> <li>• IT &amp; Information Security Policy</li> <li>• Internal policies for service delivery</li> <li>• Schedule of charges</li> </ul>	<ul style="list-style-type: none"> <li>• Website <a href="http://www.berryfields-pc.gov.uk">www.berryfields-pc.gov.uk</a></li> <li>• Parish Clerk for hard copies <a href="mailto:clerk@berryfields-pc.gov.uk">clerk@berryfields-pc.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• Electronic copies: Free</li> <li>• Hard copies: 10p/sheet</li> </ul>
<b>Class 6: Lists and registers</b>	<ul style="list-style-type: none"> <li>• Information legal required to be held in publicly available registers</li> </ul>	<ul style="list-style-type: none"> <li>• Available for inspection by</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection: Free</li> </ul>

	<ul style="list-style-type: none"> <li>• Asset Register</li> <li>• Register of Members' Interest</li> <li>• Register of Gift and Hospitality (not held)</li> <li>• Disclosure log of responses to Freedom of Information and Environmental Information requests (not currently held)</li> </ul>	<p>appointment with the Clerk</p> <ul style="list-style-type: none"> <li>• Some items may be online where required</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copies: 10p/sheet</li> </ul>
<p><b>Class 7: The services we offer</b></p> <p>Information about services offered by the Council.</p>	<ul style="list-style-type: none"> <li>• Services for which the Council is entitled to recover a fee, including details of those fees</li> <li>• Allotments</li> <li>• Roman Park Hall</li> <li>• Parks, playing fields and recreational facilities</li> <li>• Seating, litter bins, dog waste bins, lighting, bus shelters (proposed)</li> <li>• Community facilities and activities</li> <li>• Agency agreements (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Website <a href="http://www.berryfields-pc.gov.uk">www.berryfields-pc.gov.uk</a></li> <li>• Parish Clerk <a href="mailto:clerk@berryfields-pc.gov.uk">clerk@berryfields-pc.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• Free unless otherwise stated</li> </ul>

#### Schedule of charges:

This schedule of charges is published in accordance with the ICO Model Publication Scheme and applies to information made available under this Guide.

Charge Type	Actual cost
Photocopying (black and white)	10p per sheet
Postage	Envelope plus actual cost of Royal Mail standard second class postage charge.
Viewing documents by appointment	Free

#### Document History

Reviewed by Parish Council	06/2023	Version 1
Reviewed and amended by the Deputy Clerk/checked by the Clerk	12/2025	Version 2
Adopted by the Parish Council	01/2026	