

PUBLICATION SCHEME

The Town Council's Publication Scheme is set out below.

Class 1 - Who we are and what we do

	Available
<u>List of Councillors</u>	Website and Town Council Office
<u>List of Committees and Members</u>	Website and Town Council Office
<u>Code of Conduct</u>	Website and Town Council Office
<u>Staffing Structure *</u>	Website and Town Council Office
<u>Contact details and how to find us</u>	Website and Town Council Office
<u>Members Declarations of Pecuniary Interests</u>	DBC Website and Town Council Office

Class 2 - What we spend and how we spend it

<u>Annual Budget</u>	Website and Town Council Office
<u>Annual Audit Return Form</u>	Website and Town Council Office
<u>Annual Accounts</u>	Website and Town Council Office
<u>Audit Reports</u>	Website and Town Council Office
<u>Auditors Certificate</u>	Website and Town Council Office
<u>Income and expenditure reports</u> (see Finance and Policy Committee Papers)	Website and Town Council Office
<u>Grants Awards</u>	Website and Town Council Office

Class 3 - What our priorities are and how are we doing

<u>Town Council Priorities</u>	Website and Town Council Office
<u>Annual Reports</u>	Website and Town Council Office
<u>Newsletters</u>	Website and Town Council Office

Class 4 - How we make decisions

<u>Timetable of Meetings</u>	Noticeboards, Website and Town Council Office
<u>Agendas and papers for Council and Committee Meetings</u>	Noticeboards, Website and Town Council Office
<u>Minutes of Council and Committee Meetings</u>	Website and Town Council Office
<u>Responses to Planning Applications</u> (see Planning Committee minutes)	Website and Town Council Office

<u>Standing Orders</u>	Website and Town Council Office
<u>Financial Regulations</u>	Website and Town Council Office
<u>Responses to Consultations</u>	Website and Town Council Office
Class 5 - Our Policies and Procedures	
<u>Grant Awards</u>	Website and Town Council Office
<u>Complaints Procedure</u>	Website and Town Council Office
<u>Risk Management Strategy</u>	Website and Town Council Office
<u>Health and Safety Policy</u> *	Website and Town Council Office
<u>Equality and Diversity Policy</u> *	Website and Town Council Office
<u>Community Engagement Strategy</u> *	Website and Town Council Office
<u>Information Security Policy</u> *	Website and Town Council Office
<u>Data Protection Policy</u> *	Website and Town Council Office
Class 7 - The services we offer	
<u>Fees and Charges for information</u>	Website and Town Council Office
<u>Allotments</u> *	Website and Town Council Office
<u>Lagley Meadow Youth and Community Centre</u> *	Website and Town Council Office

Fees and Charges

Town Council information is available on the website www.berkhamsted.go.uk

Should you wish to obtain copies of documents from the Town Council, the following are supplied free of charge:

Agendas
Minutes of meetings
Annual Accounts
Annual Reports
Newsletters
Annual Reports

The following charges will apply to all other documents requested:

	Black and white	Colour
A4 copies	10p per page	20p per page
A3 copies	20p per page	40p per page

All postage costs.