

# BERKSWICH PARISH COUNCIL

## MANUAL

Section 7.4

Issue no. 2

### Publication Scheme

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> Who's who on the Council and its Committees Contact details for Parish Council Clerk and Council members Location of main Council office and accessibility details	Parish Newsletter Parish Council Notice Boards. <a href="http://www.berkswich-pc.gov.uk">www.berkswich-pc.gov.uk</a> Hard copy or email copy on request if available.
<b>Class 2 - What we spend and how we spend it</b> Current and previous financial year Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract	Hard copy or email copy on request if available <a href="http://www.berkswich-pc.gov.uk">www.berkswich-pc.gov.uk</a>
<b>Class 3 - What our priorities are and how we are doing</b> Annual Report to Parish (current and previous year)	Parish Newsletter Hard copy or email copy on request if available <a href="http://www.berkswich-pc.gov.uk">www.berkswich-pc.gov.uk</a>
<b>Class 4 - How we make decisions</b> Current and previous council year	
Timetable of meetings	Parish Newsletter Parish Council Notice Boards. Hard copy or email copy on request if available
Agendas of meetings Minutes of meetings –NB this will exclude information that is properly regarded as private to the meeting.	Parish Council Notice Boards, <a href="http://www.berkswich-pc.gov.uk">www.berkswich-pc.gov.uk</a> Hard copies at Parish Council Meetings Hard copy or email copy on request if available
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 Bye -laws	Hard copy or email copy on request if available

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Approved by Parish Council  
Minute Number

Date 05/1/2016

