

Information available from Berwick-upon-Tweed Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Berwick-upon-Tweed Town Council</p> <p>Telephone: 01289 302391</p> <p>Contact Email: info@berwick-tc.gov.uk</p> <p>Website: https://www.berwick-tc.gov.uk/</p>	<p>Email</p> <p>Hard Copy</p> <p>Website</p>	<p>Free</p> <p>10p/sheet (B/W)</p> <p>Free</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Email</p> <p>Hard Copy</p> <p>Website</p>	<p>Free</p> <p>10p/sheet (B/W)</p> <p>Free</p>

<p>Postal and email address</p> <p>Contact details for Chief Officer and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Unit 1 82 – 88 Marygate Berwick-upon-Tweed Northumberland TD15 1BN</p> <p>Tue – Thu, 10am to 12noon and 2pm to 4pm</p>	
<p>Staffing structure</p>	<p>Email Hard Copy</p>	<p>Free 10p/sheet (B/W)</p>
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>

Finalised budget	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Precept	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Borrowing Approval letter	Not Applicable – no borrowing	Nil
All items of expenditure above £100	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Financial Standing Orders and Regulations	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Grants given and received	Email Hard Copy Website	Free 10p/sheet (B/W) Free
List of current contracts awarded and value of contract	On application to Parish Clerk	10p/sheet (B/W)
Members' allowances and expenses	Email Hard Copy Website	Free 10p/sheet (B/W) Free

<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Annual governance statement in format included in the Annual Return form</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Parish Plan</p>	<p>Not Applicable – Berwick-upon-Tweed Town Council has no separate parish plan</p>	<p>Nil</p>
<p>Annual Report to Parish or Community Meeting</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Quality status</p>	<p>Not applicable</p>	<p>Nil</p>
<p>Local charters drawn up in accordance with DLUHC’s guidelines</p>	<p>No charters established at present</p>	<p>Nil</p>

<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Agendas of meetings (as above)</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Responses to consultation papers</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>

Responses to planning applications	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Bye-laws	Not Applicable – none made	Nil
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy 	Email Hard Copy Website	Free 10p/sheet (B/W) Free

<ul style="list-style-type: none"> Recruitment policies and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Email Hard Copy Website (excludes material that is properly considered to be exempt from disclosure)</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>
<p>Assets register, including details of public land and building assets</p>	<p>Email Hard Copy Website</p>	<p>Free 10p/sheet (B/W) Free</p>

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Register of members' interests	Email Hard Copy See Northumberland County Council website: https://northumberland.moderngov.co.uk/mgParishCouncilDetails.aspx?ID=214&LS=3	Free 10p/sheet (B/W) Free
Register of gifts and hospitality	Not applicable	Nil
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	Email Hard Copy Website	Free Free Free
Allotments	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Burial grounds and closed churchyards	Not applicable	Nil

Community centres and village halls	Not applicable	Nil
Parks, playing fields and recreational facilities	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Seating, litter bins, clocks, memorials and lighting	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Bus shelters	Email Hard Copy Website	Free 10p/sheet (B/W) Free
Markets	Not applicable	Nil
Public conveniences	Not applicable	Nil
Agency agreements	Not applicable	Nil
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not applicable	Nil
Neighbourhood Development Plan	Email Hard Copy Website	Free 10p/sheet (B/W) Free

Additional Information		
Information not itemised in the lists above		

Contact Details:

Email: info@berwick-tc.gov.uk

Telephone: 01289 302391

Address: Unit 1
82 – 88 Marygate
Berwick-upon-Tweed
Northumberland
TD15 1BN

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)	Cost of paper, photocopy, electricity and staff hours
	Photocopying @ 25p per sheet (colour)	Cost of paper, photocopy, electricity and staff hours
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Nil	In accordance with the relevant legislation (quote the actual statute)
Other	None identified	