



Windlesham Parish Council

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The Council Offices
 The Avenue
 Lightwater
 Surrey
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Information available from Windlesham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Excluding postage
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only Advance request for hard copy is ten days</p>	<p>Website (when available) Hard copy - contact Clerk</p>	<p>Free 10p/sheet</p>
<p>Who's who on the Council and its Committees Contact details for Councillors (names, wards, telephone number and email address (if used)) Contact details for Parish Council Clerk (name, telephone number, address, email address, office opening hours) Location of main Council office and accessibility details Staffing structure Most recent full council election results (including any subsequent casual vacancy elections and co-options) Qualifications for becoming a Councillors (also disqualifications) What local councils can do Map of civil parish and wards (hard copy only)</p>		

<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 Advance request for hard copy is ten days</p>	<p>Website (when available) Hard copy - contact Clerk</p>	<p>Free 10p/sheet</p>
<p>Annual return form and report by auditor (hard copy and inspection only) Consolidated balance sheet, income & expenditure account and supporting statement Finalised budget (including Section 137 provision - total only) Monthly financial statement Monthly financial comparison with budget Borrowing Approval letter - if applicable (hard copy only) VAT records Financial Standing Orders and Regulations List of current contracts awarded and value of contract Grants given and received Open Spaces Maintenance Grants Members' allowances and expenses</p>		

<p>Class 3 – What our priorities are and how we are doing</p> <p>Current and previous council year Advance request for hard copy is ten days</p>	<p>Website (when available) Hard copy - contact Clerk</p>	<p>Free 10p/sheet</p>
<p>The role of a Parish Councillor What Windlesham Parish Council does itself and what it encourages other to do Chairman's annual report/notes Annual Parish Meeting Parish Plan (if applicable) Quality status (if applicable) Local charters drawn up in accordance with DCLG guidelines (if applicable)</p>		

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year Advance request for hard copy is ten days</p>	<p>Website (when available) Hard copy - contact Clerk</p>	<p>Free 10p/sheet</p>
<p>Timetable of meetings (full Council meetings, committee/sub-committee meetings) Agendas of meetings (as above) Minutes of meetings (as above) (excluding Confidential Minutes - information that is properly regarded as private to the meeting) Reports presented to council meetings (excluding exempt information that is properly regarded as private to the meeting) Responses to consultation papers Responses to planning applications Bye-laws (if applicable) Annual inspection reports - cemeteries, playground equipment Minutes of Annual Parish Meetings</p>		

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only Advance request for hard copy is ten days</p>	<p>Website (when available) Hard copy - contact Clerk Some information may only be available by inspection</p>	<p>Free 10p/sheet Viewing by appointment</p>
<p>Procedural standing orders (if applicable) Committee and sub-committee terms of reference Delegated authority in respect of officers Respective roles and responsibilities of parish councillors and staff Adopted Code of Conduct Standard tenancy agreement for allotment plot Policy statements (if applicable) Equality and diversity policy Health and safety policy Risk Management Policy & risk assessments 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) Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)</p>		

<p>Class 6 – Lists and Registers (Including printed forms)</p> <p>Currently maintained lists and registers only Advance request for hard copy is ten days</p>	<p>Website (when available) Hard copy - contact Clerk Some information may only be available by inspection</p>	<p>Free 10p/sheet Viewing by appointment</p>
<p>Precept register Burials registers Graves registers Cemetery fees Cemetery Regulations Application form for burial Deed of Grant form (inspection or specimen hard copy only) Application form to erect a memorial Exhumation form - specimen Assets register Register of Declarations of Acceptance of Office Attendance Register Register of Councillors' interests Register of gifts and hospitality</p>		

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only Advance request for hard copy is ten days</p>	<p>Website (when available) Hard copy - contact Clerk Some information may only be available by inspection</p>	<p>Free 10p/sheet Viewing by appointment</p>
<p>Allotments Burial grounds (cemeteries) Bagshot Chapel Community centres and village halls (if applicable) Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Markets (if applicable) Public conveniences (if applicable) Agency agreements (formal agreements with other authorities) A summary of services for which the council is entitled to recover a fee</p>		
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

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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)	Actual cost (the actual cost incurred by the public authority)
	Photocopying (colour)	Not provided
	Postage (if mailing required)	Royal Mail standard second class - charged at cost
	Provision of additional heating and lighting during viewing	No charge
Statutory Fee In accordance with the relevant legislation		(If applicable) As determined by statute
Other		