



## **Windlesham Parish Council**

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GU18 5RG

### **Publication Scheme**

**Readopted 20/01/26**

#### **The Parish Council will:**

- Proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out below.
- Specify the information which is held by the council or parish meeting and falls within the classes below.
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the council or parish meeting makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is proactively available.
- Make the publication scheme available to the public.

#### **Classes of information**

The classes which are very broad in nature are set out below together with a brief summary of the kind of information which is likely to fall within the scope of the class.

The classes are:

##### **1) Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

##### **2) What we spend and how we spend it**

Financial information relating to projected and actual income expenditure, tendering, procurement and contracts.

##### **3) What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **4) How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

#### **5) Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

#### **6) List and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

#### **7) The Services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act.
- Information in draft form.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, or is difficult to access for similar reasons.

#### **The method by which information published under the scheme will be made available**

The model scheme contains standard paragraphs setting out how the information can be accessed. The Parish Council has the following obligations:-

- To ensure the public know what information is covered by the scheme and how it can be obtained.
- Information will be provided on that website.
- The Parish Council will provide details of the person to be contacted by those applicants who wish to view the information in person or to take account of the possibility that certain information only lends itself to be viewed in person. In such circumstances, an appointment to view the information must also be arranged within a reasonable timescale.
- To provide information in the language in which it is held or in such other language that is legally required. To also translate any information where the council or parish meeting is legally required to do so. This may be something which could impact on community councils in accordance with the provisions of the Welsh Language Act.
- To adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

**Charges may be made for Information published under the scheme. A list of currently available information is given on the attached schedule.**

#### **Changes to this policy**

The Parish Council will review this policy annually or as is necessary and appropriate.

**Information available from Windlesham Parish Council under the model publication scheme**

Information to be published	How the information can be obtained	Cost Excluding postage
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk	Free 20p/sheet
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)		
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk	Free 20p/sheet

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 the value of the contract Grants given and received Open Spaces Maintenance Grants Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b>  Current and previous council year Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk	Free 20p/sheet
The role of a Parish Councillor What Windlesham Parish Council does itself and what it encourages others 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)		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk	Free 20p/sheet
Timetable of meetings (full Council meetings, committee/sub-committee meetings) Agendas of meetings (as above)		

<p>Minutes of meetings (as above) (excluding Confidential Minutes - information that is properly regarded as private to the meeting)</p> <p>Reports presented to council meetings (excluding exempt information that is properly regarded as private to the meeting)</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws (if applicable)</p> <p>Annual inspection reports - cemeteries, playground equipment</p> <p>Minutes of Annual Parish Meetings</p>		
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p>Advance request for hard copy is ten days</p>	<p>Website (when available)</p> <p>Hard copy - contact Clerk</p> <p>Some information may only be available by inspection</p>	<p>Free</p> <p>20p/sheet</p> <p>Viewing by appointment</p>
<p>Procedural standing orders (if applicable)</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Respective roles and responsibilities of parish councillors and staff</p> <p>Adopted Code of Conduct</p> <p>Standard tenancy agreement for allotment plot</p> <p>Policy statements (if applicable)</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Risk Management Policy &amp; risk assessments</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Information security policy</p> <p>Records management policies (records retention, destruction and archive)</p> <p>Data protection policies</p>		

Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b> (Including printed forms)  Currently maintained lists and registers only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk Some information may only be available by inspection	Free 20p/sheet Viewing by appointment
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		
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk Some information may only be available by inspection	Free 20p/sheet Viewing by appointment
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		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact Details:**

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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
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<b>Disbursement cost</b>	Photocopying @ 20p 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
<b>Statutory Fee</b> In accordance with the relevant legislation		(If applicable) As determined by statute
<b>Other</b>		