



# Old Windsor Parish Council

John Lee – Clerk to the Council

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## OLD WINDSOR PARISH COUNCIL PUBLICATION SCHEME

### CORE CLASSES OF INFORMATION

#### 1) COUNCIL INTERNAL PRACTICE AND PROCEDURE

Information	Format in which it is available	Charge
Minutes of Council Meetings (limited to the last 2 years).	Website	No
	By appointment with Clerk	Yes
Procedural Standing Orders	By appointment with Clerk and on website	Yes
	Website	No
Council's Annual Report to Parish Meeting	By appointment with Clerk	Yes

#### 2) CODE OF CONDUCT

Information	Format in which it is available	Charge
Members Declaration of Acceptance of Office	By appointment with Clerk	Yes
Members Register of Interests	Held by Old Windsor Parish Council	-
Declaration of Member's Interests	Contained within minutes, see Item 1 above	See Item 1

#### 3) PERIODIC ELECTORAL REVIEW

This is information concerning changes to the electoral arrangements for Parish, Town and Community Councils. It includes recommendations for the creation of new Wards, the amendment of existing Wards, proposals for the names of new Wards and alterations to the number of Councillors to be elected to the Council.

Information	Format in which it is available	Charge
Information relating to the last Periodic Electoral Review of the Council's area	Held by Royal Borough of Windsor & Maidenhead	-
Information relating to the latest boundary review of the Council's area	Held by Royal Borough of Windsor & Maidenhead	-

#### 4) EMPLOYMENT PRACTICE AND PROCEDURE

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge</b>
Terms & Conditions of Employment	By appointment with Clerk	Yes
Job Descriptions	By appointment with Clerk	Yes

Exclusions: 'personal records' i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

#### 5) PLANNING DOCUMENTS

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge</b>
Responses to Planning Applications	Contained within minutes, see Item 1 above	See Item 1

Exclusions: Copies of Planning Consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the Local Planning and/or Highway Authorities respectively.

#### 6) AUDIT AND ACCOUNTS

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge</b>
Annual Return form limited to the last financial year. The Annual Return consists of six pages including guidance notes and the Internal Auditors report but the published accounts only comprise 3 of these 6 pages as shown	By appointment with Clerk	Yes
Annual Statutory Report by Auditor (Internal and External) limited to the last financial year	By appointment with Clerk	Yes
Receipt/Payment Books, Receipt Books of all kinds, Bank Statements from all accounts limited to the last financial year	By appointment with Clerk	Yes
Precept request limited to the last financial year	Contained within minutes, see Item 1 above	See Item 1
VAT Records limited to the last financial year	By appointment with Clerk	Yes
Financial Standing Orders and Regulations	By appointment with Clerk and on website	Yes
Asset Register	By appointment with Clerk	Yes
Risk Assessments	By appointment with Clerk	Yes

Exclusions: All commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

## **CHARGES**

### **1) Information obtained by appointment with the Clerk:-**

Simple search	£1 search fee per item, plus 50p. per page copy fee and (where applicable) postage.
Detailed search (eg. multiple extracts from Council minutes)	£5 search fee per search, plus 50p. per page copy fee and (where applicable) postage.

### **2) Information available from Old Windsor Parish Council:-**

Charged by them at their respective rates.

### **3) Information available from the Parish Council website:-**

Free.