



CROOKHAM VILLAGE PARISH COUNCIL

Freedom of Information Policy

1. Publication Scheme

1.1 Information available from Crookham Village Parish Council under the Publication Scheme.

1.2 Under the Freedom of Information (FOI) Act 2000 (s19) the Council is required to maintain a Publication Scheme setting out the types of information it will make available, where it can be obtained and the level of charge for the information. This Publication Scheme is based on the Information Commissioner's model template.

1.3 The Council uses the following methods to make the information available:

- On the Council's website www.crookhamvillageparish-pc.gov.uk
- By email to the clerk@crookhamvillage-pc.gov.uk
- By hard copy, upon request to the Clerk as above.
- Physical inspection, by appointment with the Clerk.

1.4 Information will be made available unless otherwise stated below:

- The Council does not hold the information.
- The information is classed as exempt under regulation or statute.
- The information is available from an external website.
- The information is no longer accessible.

1.5 Mandatory information is highlighted in **bold**.

1.6 Physical inspection of documents is available, by appointment with the Clerk, at the
Parish Office,
Millpond Avenue
Crookham Village
Fleet GU51 53N

Email clerk@crookhamvillage-pc.gov.uk

Telephone 01252 810568

Publication Schedule & Fees

Information to be published	Format available	Cost
Class 1 – who we are and what we do Organisation information, locations, contacts Current information only	Website Email Hard copy	Nil Nil 10p per page
Council Members; responsibilities; council committees; appointments to outside bodies.	Website Email Hard copy	Nil Nil 10p per page
Postal and email addresses Contact details for Clerk and parish members (if used)	Website Email Hard copy	Nil Nil 10p per page
Location of Parish Office and hours of opening	Website Email Hard copy	Nil Nil 10 per page
Staffing structure	Website Email Hard copy	Nil Nil 10p per page
Class 2 – What we spend and how we spend it (Financial information; projected and actual income and expenditure, procurement, contacts and financial audit). Current and previous financial year as a minimum.	Website Email Hard copy	Nil Nil 10p per page
Statement of accounts and internal audit report in the format included in the Annual return form.	Website Email Hard copy Noticeboards	Nil Nil 10p per page Nil
Finalised budget	Website Email Hard copy	Nil Nil 10p per page
Precept	Website Email Hard copy	Nil Nil 10p per page
Standing Orders. Financial Regulations	Website Email Hard copy	Nil Nil 10p per page
Grants given and received	Website Email Hard copy	Nil Nil 10p per page
List of current contracts awarded and value of contract.	Website Email Hard copy	Nil Nil 10p per page
Members expenses and allowances	Website Email Hard copy	Nil Nil 10p per page
Class 3 - Our priorities and how we are doing		

Neighbourhood Plan Parish Plan Conservation Area document	Website Email Hard copy	Nil Nil 10p per page
Annual Report to Parish Meeting	Website Email Hard copy Noticeboards	Nil Nil 10p per page Nil
Annual governance statement in format included in the Annual Return	Website Email Hard copy	Nil Nil 10p per page
Parish Newsletter	Website Email Hard Copy	Nil Nil Nil
Class 4 – how we make decisions Decision making processes and records of decisions. Current and previous council year as a minimum.	Website Email Hard copy	Nil Nil 10p per page
Timetable of meetings (Council and Cttees and Parish Meeting)	Website Email Hardcopy	Nil Nil 10p per page
Agendas of meetings (as above)	Website Email Hard copy Noticeboards	Nil Nil 10p per page Nil
Minutes of Meetings (excludes information that is properly regarded as exempt from disclosure)	Website Email Hard copy Noticeboards	Nil Nil 10p per page Nil
Reports presented to Council meetings (excludes information that is regarded as exempt from disclosure)	Website Email Hard copy Noticeboards	Nil Nil 10p per page Nil
Responses to consultation papers	Website Email Hard copy	Nil Nil 10p per page
Responses to planning applications	Website Email Hard copy Noticeboards	Nil Nil 10p per page Nil
Bye-laws	Email Hard copy	Nil 10p per page
Class 5 – Policies and Procedures Current written policies and procedures for delivering services. Current information only.	Website Email Hard copy	Nil Nil 10p Nil
Policies and procedures for the conduct of Council business: Standing Orders & Financial Regulations Committees' Terms of Reference	Website Email Hard copy	Nil Nil 10p per page

Code of Conduct		
Policies and procedures for the provision of services and employment of staff - Equality and Diversity policy - Health & Safety policy - Policies and procedures for handling requests for information	Website Email Hard copy	Nil Nil 10 per page
Privacy Statement	Website Email Hard copy	Nil Nil 10 per page
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, data protection (including data sharing and CCTV usage) policies	Website Email Hard copy	Nil Nil 10p per page
Class 6 – Lists and Registers Currently maintained lists and registers only.	Website Hard copy (some information may only be available by inspection)	Nil 10p per page
Assets register, including details of land and building assets	Website Email Hard copy	Nil Nil 10p per page
Disclosure log – information provided in response to FOIA & EIR	N/A	
Register of Members interests	Website Email Hard copy	Nil Nil 10p per page
Register of gifts and hospitality (if any)	Email Hard copy	Nil 10p per page
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance, newsletters produces for the public and business) Current information only	Website Hard copy (some information may only be available by inspection)	Nil 10p per page
Services for which the Council can recover a fee and details of those fees	Website Email Hard copy	Nil Nil 10p per page

Schedule of Charges

This describes how the charges are arrived at and are published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per page (black and white)	Cost
	Photocopying @ 10p per page (colour)	Cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee	Staff Time, where the request is considered to exceed 7.5 hours of staff time	In accordance with Section 9 of the FOI Act a fee maybe charged for providing information in response to a request. The fee is determined in accordance with the Fee Regulations. These set out what charges are permissible for information requests. These charges are currently defines as two elements, prescribed costs and disbursements.