



CHURCH CROOKHAM PARISH COUNCIL

Freedom of Information Act 2000

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Publication Scheme 2015

[Source ICO website]

Adopted	N/A
Version number	1.0
Last reviewed	January 2026 – 26/012
Next review	January 2029

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

Church Crookham Parish Council undertakes:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
 - To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act s19.

The term 'dataset' is defined in s11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined on s19(8) of that Act.

Classes of Information

Who we are and what we do?

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

What we spend and how we spend it.

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

What our priorities are and how we are doing.

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

How we make decisions.

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

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

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

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, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. (See below).

Where it is within the capability of a public authority, information will be provided on a website. Information will be made available on the parish council website www.churchcrookham.org.uk Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the information can be obtained by contacting the Clerk.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please contact the Clerk. An appointment will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Material which is published and accessed on a website will be provided free of charge.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for a routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

Photocopying

Postage and packaging

The cost directly incurred because of viewing information

Charges may also be made for the information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or part datasets) that are relevant copyright works available for re-use.

These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under

section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

Information available from Church Crookham Parish Council under the publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do Organisational information, structures, locations and contacts This will be current information only	Website/electronic or hard copy
Who's who on the Council and its Committees	Website/electronic or hard copy
Contact details for Parish Clerk and Council members	Website/electronic or hard copy
Location of main Council office and accessibility details	Website/electronic or hard copy
Postal and email address	Website/electronic or hard copy
Contact details for Parish Clerk and Council members – Including numbers and email address	Website/electronic or hard copy
Location of main Council office and accessibility details	Website/electronic or hard copy
Staffing structure	Website/electronic or hard copy
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 Current and previous financial year as a minimum	Website/electronic or hard copy
Annual return form and report by auditor	Website/electronic/hard copy
Finalised budget	Website/electronic/hard copy
Precept	Website/electronic/hard copy

Information to be published	How the information can be obtained
Financial Standing Orders and Regulations	Website/electronic or hard copy
Grants given and received	Website/electronic or hard copy
List of current contracts awarded and value of contract	Website/electronic or hard copy
Members' allowances and expenses	Website/electronic or hard copy
All items of expenditure above £100	Website/electronic or hard copy
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	Website/electronic or hard copy
Parish Plan	Website/electronic or hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/electronic or hard copy
Quality status	Not a QPC
Annual governance statement in format included in the Annual Return form	Website/electronic or hard copy
Local charters drawn up in accordance with MHCLG guidelines	Not currently applicable
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website/electronic or hard copy
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum	Website/electronic or hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/electronic or hard copy
Agendas of meetings (as above)	Website/electronic or hard copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/electronic or hard copy

Information to be published	How the information can be obtained
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website/electronic or hard copy
Responses to consultation papers	Website/electronic or hard copy
Responses to planning applications	Website/electronic or hard copy
Bye-laws	Not currently applicable
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website/electronic or hard copy
Policies and procedures for the conduct of council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website/electronic or hard copy
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • 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)	Website/electronic or hard copy
Data protection policies	Website/electronic or hard copy
Records management, personal data and access to information policies Include information security policies,	Website/electronic or hard copy

Information to be published	How the information can be obtained
records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	
Schedule of charges (for the publication of information)	Website/electronic or hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only	Website/electronic or hard copy
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website/electronic or hard copy
Assets Register including details of public land and building assets	Website/electronic or hard copy
Disclosure log indicating the information provided in response to FOIA and EIR requests. (Recommended as good practice)	Website/electronic or hard copy
Register of members' interests	Website/electronic or hard copy
Register of gifts and hospitality	Website/electronic or hard copy
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	Website/electronic or hard copy
Allotments	Website/electronic or hard copy
Community centres and village halls	Website/electronic or hard copy
Parks, playing fields and recreational facilities	Website/electronic or hard copy
Seating, litter bins, clocks, memorials and lighting	Website/electronic or hard copy
Agency agreements	Website/electronic or hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/electronic or hard copy

Information to be published	How the information can be obtained
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details:

The Clerk
Church Crookham Parish Council
Church Crookham Community Centre
Boyce Road
Church Crookham
Hampshire
GU52 8AQ

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 admin & photocopying
	Photocopying @ 50p per sheet (colour)	Cost of admin & photocopying
	Postage At cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation