

Crookham Village Parish Council

FREEDOM OF INFORMATION POLICY May 2014

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000 Crookham Village Parish Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Crookham Village Parish Council is made readily available to the public, either free of charge or on payment.

The information maintained by the Crookham Village Parish Council comprises of both mandatory documents and optional documents.

Information is available for inspection by appointment with the Parish Clerk, Carol Leversha, telephone 01252 81068 or email clerk@crookhamvillage-pc.org.uk.

The Parish Council only employs a small number of staff, therefore prior notification of an information request will be of assistance in arranging for the officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The agenda and public minutes are available on the Parish Council's website as far as practicable. Papers relating to employment issues (personal records' i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 1998), issues of a confidential commercial nature and other items presented under the confidential/exempt part of an Agenda are excluded.

CORE CLASSES OF INFORMATION

Information	Format in which it is available	Charge for supply Yes/No
Agendas & Minutes	Website Hard copy	foc 10p per sheet
Planning Committee Minutes	ditto	ditto
Finance & Human Resource Minutes	ditto	ditto
Annual Parish Meeting	ditto	ditto
Annual Return Form	ditto	ditto
Precept Request	ditto	ditto
Asserts Register	ditto	ditto
Standing Orders including Members Code of Conduct and Terms of Reference of Planning and Finance & HR Committees	ditto	ditto
Protocol for filming, recording Council meetings	ditto	ditto
Resilience Plan	ditto	ditto
Members register of Interests	ditto	ditto