

Information	Current & historical information available	Format	Charge
<b>Class 1 - Who we are and what we do</b>			
<b>(Organisational information, structures, locations and contacts)</b>			
Who's who on the parish council and its committees	Current	Notice boards & website	See note
Contact details for the Clerk and Councillors	Current	Notice boards & website	See note
Location of the parish office	Current	Website	See note
<b>Class 2 - What we spend and how we spend it</b>			
<b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b>			
Annual Governance & Accountability Return	Current & previous 6 years	Website	See note
Internal Auditor's Report	Current & previous 6 years	Website	See note
External Auditor's Report	Current & previous 6 years	Website	See note
Approved budget	Current & previous year	Website	See note
Precept	Current & previous 6 years	Website	See note
Financial Regulations	Current	Website	See note
Grants given and received	Current & previous 6 years	Website	See note
List of current contracts awarded and value of contract	Current	Website	See note
Members' allowances and expenses	Current	Website	See note
<b>Class 3 - What are our priorities and how are we doing</b>			
<b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b>			
Parish plan	Not applicable		
Report to Annual Parish Assembly	Current & previous 4 years	Website	See note
<b>Class 4 - How we make decisions</b>			
<b>(Decision making process and records of decisions)</b>			
Timetable of meetings	Current	Website	See note
Agendas of meetings	Current	Website	See note
Minutes of meetings	Current & previous 4 years	Website	See note
Reports presented to meetings (this will exclude information that is properly regarded as private to the meeting)	Current & previous 4 years	Website	See note
Responses to planning applications	Since 1978	Applications since 1/12/2015 online at <a href="http://www.basingstoke.gov.uk">www.basingstoke.gov.uk</a> , prior applications at BDBC's offices	
<b>Class 5 - Our policies and procedures</b>			
<b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b>			
<b><i>Policies and procedures for the conduct of council business:</i></b>			

Information	Current & historical information available	Format	Charge
Standing orders	Current	Website	See note
Committee and sub-committee terms of reference	Current	Website	See note
Code of conduct	Current	Website	See note
Complaints procedure	Current	Website	See note
<b><i>Policies and procedures for the provision of services:</i></b>			
Equality and diversity policy	None		
Health and safety policy	Current	Website	See note
General privacy notice	Current	Website	See note
Contact privacy notice	Current	Website	See note
Complaints procedure	Current	Website	See note
<b><i>Policies and procedures for the employment of staff:</i></b>			
Recruitment policies	Not applicable		
<b>Class 6 - Lists and registers</b>			
<b>(Information held in registers required by law and other lists and registers relating to the functions of the authority)</b>			
Assets register	Current		See note
Register of members' interests	Current	Online at <a href="http://www.basingstoke.gov.uk">www.basingstoke.gov.uk</a>	
<b>Class 7 - The services we offer</b>			
<b>(A description of the services offered)</b>			
Recreation ground & other open spaces	Current	Website	See note
Play areas	Current	Website	See note
Memorials	Current	Website	See note

### Schedule of charges

**Website:** free of charge

**Email & attachments:** free of charge

#### **Printouts collected from the parish office:**

Printouts of up to 5 A4 pages of B&W printing or copying will be provided free

Further B&W pages at 10p per page

#### **Printouts sent by post:**

Charge as for collection plus the actual cost of postage - contact for estimate

### Administration fees:

A charge can be made for administration where a request will take over 18 hours of staff time to gather the requested information. If the request is estimated to take this amount of time the parish council may refuse to provide the information on the grounds of excessive cost, or ask the applicant to pay in full in advance, at a rate of £25 per hour.