



**OLD BASING & LYCHPIT PARISH COUNCIL**

The Pavilion  
The Recreation Ground  
The Street  
Old Basing  
RG24 7DA

## INFORMATION AVAILABLE FROM OLD BASING AND LYCHPIT PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

### **Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)**

This will be current information only

N.B. Councils should already be publishing as much information as possible about how they can be contacted.

*Table 1 Where information is published and costs*

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the Council and its Committees	Website Hard copy – Parish Council office	Free 10p per sheet plus postage
Contact details for Parish Clerk and Council members	Website Noticeboards Hard copy – Parish Council office	Free 10p per sheet plus postage
Location of main Council office and accessibility details	Website Parish magazine	Free Free



## 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

*Table 2 Where information is published and costs*

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	Hard copy – Parish Council office	10p per sheet plus postage
Finalised budget	Hard copy – Parish Council office	10p per sheet plus postage
Precept	Website	Free
	Hard copy - Parish Council office	10p per sheet plus postage
Financial Regulations	Website	
	Hard copy – Parish Council office	10p per sheet plus postage
Grants given and received	Hard copy – Parish Council office	10p per sheet plus postage
List of current contracts awarded and value of contract	Hard copy – Parish Council office	10p per sheet plus postage
Members' allowances and expenses	Hard copy – Parish Council office	10p per sheet plus postage



### Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

*Table 3 Where information is published and costs*

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Report to Parish Meeting (current and previous year)	Website Hard copy – Parish Council office	Free 10p per sheet plus postage



### Class 4 – How we make decisions (Decision making processes and records of decisions)

Current and previous council year as a minimum

Table 4 Where information is published and costs

Information published	How the information can be obtained	Cost
Timetable of meetings	Website Hard copy – Parish Council office	Free 10p per sheet plus postage
Agendas of meetings	Website (next meeting only) Hard copy – Parish Council office	Free 10p per sheet plus postage
Minutes of meetings	Website Hard copy – Parish Council office	Free 10p per sheet plus postage
Reports presented to council meetings. Please note that this will exclude information that is properly regarded as private to the meeting.	Hard copy – Parish Council office	10p per sheet plus postage
Responses to consultation papers	Hard copy – Parish Council office	10p per sheet plus postage
Responses to planning applications	Hard copy – Parish Council office	10p per sheet plus postage
Bye-laws	Hard copy – Parish Council office	10p per sheet plus postage



## Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

*Table 5 Where information is published and costs*

Information published	How the information can be obtained	Cost
<b>Policies and procedures for the conduct of council business:</b> Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website Hard copy – Parish Council office	10p per sheet plus postage
<b>Policies and procedures for the provision of services and about the employment of staff:</b> Health and safety policy Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – Parish Council office	10p per sheet plus postage
Data protection policies	Website Hard copy – Parish Council office	10p per sheet plus postage
Schedule of charges	Hard copy – Parish Council office	10p per sheet plus postage



**Class 6 – Lists and Registers Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)**

*Table 6 Where information is published and costs*

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Assets Register	Hard copy – Parish Council office	10p per sheet plus postage
Register of members' interests	Hard copy – Parish Council office On inspection of the Basingstoke & Deane Borough Council's website: <a href="https://democracy.basingstoke.gov.uk/mgParishCouncilDetails.aspx?ID=176&amp;LS=3">https://democracy.basingstoke.gov.uk/mgParishCouncilDetails.aspx?ID=176&amp;LS=3</a>	10p per sheet plus postage
Register of gifts and hospitality	Hard copy – Parish Council office	10p per sheet plus postage



## 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

*Table 7 Where information is published and costs*

Information published	How the information can be obtained	Cost
Allotments	Website Hard copy – Parish Council office	Free 10p per sheet plus postage
Cemetery	Website Hard copy – Parish Council office	Free 10p per sheet plus postage
Community centres and village halls	Website Hard copy – Parish Council office	Free 10p per sheet plus postage
Recreational facilities	Website Hard copy – Parish Council office	Free 10p per sheet plus postage
Newsletter and monthly bulletins	Distributed with parish magazine Hard copy – Parish Council office	Free Free plus postage
Parish Information booklet	Distributed with parish magazine Hard copy – Parish Council office	Free Free plus postage
Parish Footpath Walks booklet	Hard copy – Parish Council office	£2 plus postage



### Contact details:

The Clerk to the Council  
The Pavilion  
Recreation Ground  
The Street  
Old Basing  
Basingstoke, RG24 7DA  
Telephone: 01256 462847  
Email: clerk@oldbasing.gov.uk

SCHEDULE OF CHARGES - Please note that there is no charge for documents viewed in the Parish Council office.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class