



Information available from Old Basing and Lychpit Parish Council under the model publication scheme

Information published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
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 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 Information is available for the current and previous financial years		
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 Hard copy - Parish Council office	Free 10p per sheet plus postage
Financial Regulations	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



OLD BASING & LYCHPIT PARISH COUNCIL

The Pavilion
 The Recreation Ground
 The Street
 Old Basing
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Class 3 – What our priorities are and how we are doing		
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 Information is available for the previous and current year		
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		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements</p>	Hard copy – Parish Council office	10p per sheet plus postage
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Health and safety policy Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy – Parish Council office	10p per sheet plus postage
Data protection policies	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		
Information is only available by inspection		
Assets Register	Parish Council office	
Register of members' interests	Parish Council office	
Register of gifts and hospitality	Parish Council office	



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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
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	Free
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



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Contact details:

The Clerk to the Council
The Pavilion
Recreation Ground
The Street
Old Basing
Basingstoke, RG24 7DA
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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 nd class