

| Information | Current & historical information available | Format | Charge |
|--|--|---|----------|
| Class 1 - Who we are and what we do | | | |
| (Organisational information, structures, locations and contacts) | | | |
| 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 |
| 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) | | | |
| 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 |
| Class 3 - What are our priorities and how are we doing | | | |
| (Strategies and plans, performance indicators, audits, inspections and reviews) | | | |
| Parish plan | Not applicable | | |
| Report to Annual Parish Assembly | Current & previous 4 years | Website | See note |
| Class 4 - How we make decisions | | | |
| (Decision making process and records of decisions) | | | |
| 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 | Website Applications since 1/12/2015 online at www.basingstoke.gov.uk, prior applications at BDBC's offices | |
| Class 5 - Our policies and procedures | | | |
| (Current written protocols, policies and procedures for delivering our services and responsibilities) | | | |
| <i>Policies and procedures for the conduct of council business:</i> | | | |

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| 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 |
| <i>Policies and procedures for the provision of services:</i> | | | |
| 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 |
| <i>Policies and procedures for the employment of staff:</i> | | | |
| Recruitment policies | Not applicable | | |
| Class 6 - Lists and registers | | | |
| (Information held in registers required by law and other lists and registers relating to the functions of the authority) | | | |
| Assets register | Current | | See note |
| Register of members' interests | Current | Online at www.basingstoke.gov.uk | |
| Class 7 - The services we offer | | | |
| (A description of the services offered) | | | |
| 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.