

**Notice to comply with paragraph 13 (4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

**RECORD OF EXECUTIVE (RECORDABLE) DECISIONS MADE BY OFFICERS**

It is the responsibility of each department to keep a central record of these decisions and forward this to Committee Services to be published.

The record must be kept in the following form and forwarded to Committee Services at the end of each week.  
 (Julia Leavey - [email: julia.leavey@basingstoke.gov.uk](mailto:julia.leavey@basingstoke.gov.uk))

<b>Date of decision</b>	<b>Decision taken</b>	<b>Reasons for decision</b>	<b>Options considered</b>	<b>Any conflict of interest declared by a Cabinet member consulted</b>	<b>Details of any dispensation granted to the member by the Chief Executive</b>
03/01/19	To agree the calculation of the council tax base for 2019/20	The council is required, under regulations, to calculate the council tax base as part of the budget setting process	N/A	N/A	N/A