



Exelby, Leeming and Londonderry Parish Council

Publication Scheme

Signed.....

Adopted Date: 6th December 2021

Review Date: Sept 2024

Information available from Exelby Leeming and Londonderry Parish Council under the model publication scheme

Exelby Leeming and Londonderry Parish Council and what we do

Your Council is an elected body in the first tier of local government. Other tiers, known as principal councils or authorities, have many legal duties to deliver services such as education, housing, town and country planning, transport, environmental health and social services. Local councils have the legal power to take action, but they have very few duties and greater freedom to choose what action to take. They can play a vital part in representing the interests of the communities they serve and improving the quality of life and the local environment.

Exelby, Leeming & Londonderry Parish Council is responsible for the upkeep of the villages including:

- Playparks
- Grass cutting
- Village maintenance
- Reviewing Planning Applications
- Feeding into District and Country Council consultations
- Liaise with the Police, District and County Council
- Represent the parish on associated committees

Who's who are the Parish Councillors

Margaret Curry	Chair	Warwick House Mill Lane Leeming DL7 9SS	01677 425797
Claire Capel	Vice Chair	5 Water Lane, Leeming. DL7 9RY	01677 424961
Vacancy			
Olive Robinson		Argyle House, Hargill Lane, Leeming, Northallerton, DL7 9SJ	01677 423284
Alison Marshall		14, Sycamore Lane, Leeming, Northallerton, DL7 9SU	01677 427349
Angela Helen Bowes		Poplar Farm, Londonderry, Northallerton, North Yorkshire, DL7 9NF	01677 427882
Kirsty Temple		Forge Cottage, Exelby, Bedale. DL8 2HD	07796 268515

Parish Clerk details:

Location of office and accessibility information

Clerk / RFO Mrs Susan Nicholson
18 Wycar
Bedale
DL8 1EP

Tel:07817367390

Email:clerk@exelbyleemingandlondonderry-pc.gov.uk

Staffing Structure - Clerk / RFO

What and How we spend the Parish Income on:

Exelby, Leeming & Londonderry Parish Council receives a Precept from Hambleton District Council every year that is set according to an agreed budget. The parish is responsible for the upkeep of the villages including:

- Playparks
- Grass cutting
- Village maintenance
- Reviewing Planning Applications
- Feeding into District and Country Council consultations
- Liaise with the Police, District and County Council

Annual return form and report by auditor

See Website

Finalised budget

Contact Clerk

Precept (2022-23)

£12000

Borrowing Approval letter

N/A

Financial Standing Orders and Regulations

Available on request

Grants given and received

Contact Clerk

List of current contracts awarded and value of contract

Contact Clerk

Members' allowances and expenses

None Claimed

Plans & Projects for 2022-2025

These are ongoing and will be amended regularly:-

Leeming

- Dog stiles in a number on footpath
- Bench for Leeming

Exelby

Londonderry

- To be advised

Contact Chair or Clerk for information

Annual Report to Parish or Community Meeting

See Website

How we make decisions

The parish council needs a range of skills to work as a team. Your chairman has the role of team leader for council meetings while your clerk is also a vital team member. The clerk provides advice and administrative support, and takes action to implement council decisions. The clerk may have to act as a project manager, personnel director, public relations officer or finance administrator. The clerk is not a secretary and is not at the beck and call of the chairman or other councillors; the clerk is answerable only to the council as a whole. The clerk is the proper officer of the council in law. Legally councils can delegate decisions to clerks because they are trusted professional officers whose objectivity allows them to act for the council.

Timetable of meetings :

Produced at the start of each financial year in April	Website
Agendas of meetings (as above)	Website / Notice Boards
Minutes of meetings (excluding confidential items)	Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copies from Clerk
Responses to consultation papers	Website
Responses to planning applications	On HDC Website
Bye-laws	N/A

Policies and procedures

All Approved and Current Policies

- Code of Conduct
- Record management
- Video Policy

Website

Policies under review

Papers available at parish meetings

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services
Equality and diversity policy
Health and safety policy
Recruitment policies (including current vacancies)
Policies and procedures for handling requests for information
Complaints procedures (including those covering requests for information and operating the publication scheme)

As above

Information security policy

Contact Clerk

Data protection policies

Contact Clerk

Lists and Registers

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

N/A

Assets register

Website

Register of members' interests

Contact Clerk

Register of gifts and hospitality

Contact Clerk

Community centres and village halls

N/A

Parks, playing fields and recreational facilities

Website

Seating, litter bins, clocks, memorials and lighting

Contact Clerk

Bus shelters

Contact Clerk

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Website

SCHEDULE OF CHARGES 2021-22

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)