



Exelby, Leeming and Londonderry Parish Council

Publication Scheme 2025-26

Signed by: M Curry (Chair on behalf of the Parish Council)

Adopted Date: March 2026

Review Date: Annually or as required

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	07749181622
Wendy Whittington		Runway End, Hargill Lane, Leeming. DL7 9SJ	07796 268515
Olive Robinson		Argyle House, Hargill Lane, Leeming, Northallerton. DL7 9SJ	01677 423284
Angela Helen Bowes		Poplar Farm, Londonderry, Northallerton, North Yorkshire, DL7 9NF	07752581170
Kirsty Temple		Forge Cottage, Exelby, Bedale. DL8 2HD	07796 268515
Fiona Stead		36 Roman Road, Leeming. DL7 9SW	07719606005

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

Finalised budget

Precept (2025-26)

Financial Standing Orders and Regulations

Grants given and received

List of current contracts awarded and value of contract

Members' allowances and expenses

Contact Clerk

Contact Clerk

£17000

Available on request

Contact Clerk

Contact Clerk

None Claimed

Projects for 2025-2026

These are ongoing and will be amended regularly:-

Leeming

- Book Shed

Exelby

- Village Signs

Londonderry

- Book Shed

Projects for 2026-27

To be discussed in the first budget meeting in June 2026

How we make decisions

The Parish Council needs a range of skills to work as a team. The Chair 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 Chair 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 / Facebook
Minutes of meetings (excluding confidential items)	Hard copies from Clerk / Website / Facebook
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copies from Clerk
Annual Electors Report	Website
Annual Parish Report	Website
Responses to consultation papers	Hard copies from Clerk Or Website
Responses to planning applications	On NYC Website
Bye-laws	N/A

Policies and procedures

All Approved and Current Policies

- Banking Risk
- Code of Conduct
- Complaints Policy
- Contract of Employment Policy
- Declaration of Interest
- Disciplinary and Grievance Policy
- Interest Log
- Press & Media policy
- Privacy Notice
- Publication Policy

Hard copies from Clerk / Website

Policies under review

- None

As above

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
Register of members' interests
Register of gifts and hospitality

Contact Clerk
Contact Clerk
Contact Clerk

Community centres and village halls
Parks, playing fields and recreational facilities
Seating, litter bins, clocks, memorials and lighting
Bus shelters

N/A
Website
Contact Clerk
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 2026-27

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)