



## Yarnscombe Parish Council

### Information Accessible to the Public

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Checked:	Martina Dymond		
Approved:	John Turner		
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## Document History

Version	Date	Author	Reason for Change
1.0	22/04/2009	Richard Pengilley	First formal release.
1.1	21/05/2009	Richard Pengilley	Correction to section 6.2 Assets Register following Annual Parish Meeting. Page breaks improved.
1.2	11/08/2009	Richard Pengilley	Availability of annual returns added in section 2.1. Correction to section 6.2 Assets Register following Parish Council Meeting 24/06/2009. Change of vice-chair following deferred Annual Parish Council Meeting.
1.3	23/12/2009	Richard Pengilley	Update to include bus shelter and telephone box in section 6.2 Assets Register, and to update list of councillors (section 1).
1.3.1	27/03/2010	Richard Pengilley	List of councillors amended.

## Introduction

This document specifies information about Yarnscombe Parish Council to which the public has access under the Freedom of Information Act 2000. The information is grouped into seven classes:

1. **Who we are and what we do**
2. **What we spend and how we spend it**
3. **What our priorities are and how we are doing**
4. **How we make decisions**
5. **Our policies and procedures**
6. **Lists and Registers**
7. **The services we offer**

This information is also available on the website: [www.yarnscombe.org.uk](http://www.yarnscombe.org.uk) (navigate to *Council > Information*).

## Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts)

### 1.1 Who's who on the Council

Councillors: Dan Ashton (co-opted), Dennis Cooke (co-opted), Richard Pengilley (co-opted), John Turner.

There are no committees within the Council.

### 1.2 Contact details for Parish Clerk, Council members and other officers

*Mrs. Martina Dymond (Clerk)*

1 West View, Yarnscombe, Barnstaple, EX31 3LP; tel. 560049

*Cllr. Dan Ashton*

Ivy Cottage, Yarnscombe, Barnstaple, EX31 3LN; tel. 560755

*Cllr. Dennis Cooke*

Boode Farm, Yarnscombe, Barnstaple, EX31 3LT; tel. 01271 858nnn

*Cllr. Richard Pengilley*

Northfield, Yarnscombe, Barnstaple, EX31 3LW; tel. 560783

*Cllr. John Turner*

Greenacres, Yarnscombe, Barnstaple, EX31 3LN; tel. 560039

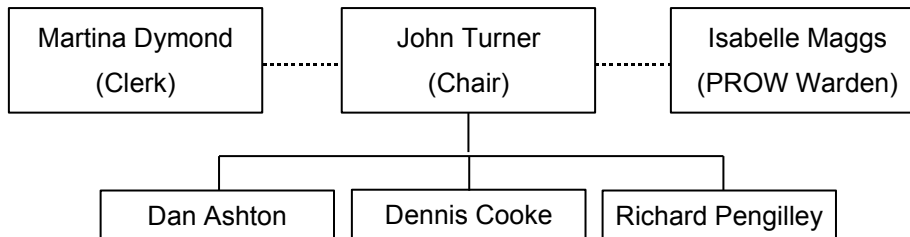
*Mrs. Isabelle Maggs (Public Rights Of Way Warden)*

Church View, Yarnscombe, Barnstaple, EX31 3LW

### 1.3 Location of main Council office and accessibility details

The Council does not have a dedicated office. Meetings take place in the village hall at advertised times; level wheelchair access for the disabled is possible.

### 1.4 Staffing structure



## **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)

Current and previous financial year as a minimum

### **2.1 Annual return form and report by auditor**

The annual return form and report by auditor for the financial year ending 31 March 2008 is available on the website ([www.yarnscombe.org.uk](http://www.yarnscombe.org.uk)). A hard copy is available from the Clerk. The corresponding document for the financial year ending 31 March 2009 will be made available when it has been signed off by the Audit Commission.

## 2.2 Finalised budget

	2009-10	2008-09	2007-08
<b>RECEIPTS</b>	£	£	£
Precept	3750	3500	2800
Interest Received			5
VAT Recovered		100	100
Grants	1750 †		
<b>TOTAL RECEIPTS</b>	5500	3600	2905
<b>PAYMENTS</b>			
Salary: Clerk	1058	1014	900
Admin: Clerk's Expenses	70	60	25
Training	100	100	100
Audit Fees	120	100	100
Travel Expenses and Subsistence	100		
Insurance	250	250	250
DAPC Subscription	54	52	50
Local Grants	255	255	300
Village Hall Rent	120		
Playing Field: Grass Cutting and Maintenance	750	550	720
Contribution to Car Park Works		1000	
Bus Shelter	4000		
Election Costs			720
DPFA Subscription	15	15	15
VAT Suffered	100	100	100
Dog/Salt Bin	85		
Chairman's Allowance	100		
Electricity for Telephone Box	15		
<b>TOTAL PAYMENTS</b>	7192	3496	3280
Surplus/(Deficit) for Year	(1692)	104	(375)
Balance b/f 1 April	4478	3154 *	4590
Balance c/f 31 March	2786	3258	4215 *

† This figure includes a grant of £1000 received at the end of March 2009 but not budgeted for 2008-09.

\* The major portion of the discrepancy between these two figures is accounted for by the unexpected expenditure on 20 mph speed limit signs in the village (£1637).

## 2.3 Precept

The precept for the year 2009-10 is £3750. The precept for the year 2008-09 was £3500. The precept for the year 2007-08 was £2800.

## 2.4 Financial Standing Orders and Regulations

Financial standing orders and regulations are included in the document "[Standing Orders of Yarnscombe Parish Council](#)".

## 2.5 Grants given and received

No grants were given in the years 2007-09. £1000 was received from Devon County Council at the end of March 2009.

## 2.6 List of current contracts awarded and value of contract

2008-09: no contracts were awarded.

2007-08: 20 mph speed limit signs (Devon County Council); £1,636.71.

## 2.7 Members' allowances and expenses

In 2008-09 councillors received no allowances; they received travelling expenses incurred for actual duties carried out on behalf of the council. At the parish council meeting on 11 March 2009 it was decided that travelling and subsistence expenses would continue to be payable and that a small chairman's allowance would be included in the 2009-10 budget to be used if needed for deserving causes, any balance to remain in the council's bank account.

## **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

### 3.1 [Parish Plan](#)

The Parish Plan is available on the website ([www.yarnscombe.org.uk](http://www.yarnscombe.org.uk)). A hard copy is available from the Clerk.

### 3.2 Annual Report to Parish or Community Meeting.

The most recent Annual Reports can be found in the minutes of the Parish Council Meetings of [14 May 2008](#) and [13 June 2007](#). The most recent review of the Parish Plan (actions) can be found in the minutes of the Parish Council Meeting of [9 July 2008](#), item 08.48. See 4.3 below.

## **Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Current and previous council year as a minimum

### 4.1 Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)

Council meetings are held on the fourth Wednesday of each month, beginning at 7.30pm, unless notified otherwise on the website and the village notice board. The Council has no committees/sub-committees. The annual parish meeting is usually held contiguously with the May Council meeting (unless notified otherwise on the website and the village notice board).

### 4.2 Agendas of meetings (as above)

Agendas of all meetings since 12 January 2005 are available on the website ([www.yarnscombe.org.uk](http://www.yarnscombe.org.uk)). Hard copies are available from the Clerk.

### 4.3 Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.

Minutes of all meetings since 12 January 2005 are available on the website ([www.yarnscombe.org.uk](http://www.yarnscombe.org.uk)). Hard copies are available from the Clerk.

### 4.4 Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.

Verbal reports are included in the minutes of council meetings. No written reports have been submitted in the years 2007-08 or 2008-09.

#### 4.5 Responses to consultation papers

If relevant to Yarnscombe, these are placed on the agenda for the next meeting and responses following discussion are minuted.

#### 4.6 Responses to planning applications

Responses of the Parish Council to planning applications can be found in the minutes of the meeting(s) at which the applications were discussed; see 4.3 above.

### **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Policies and procedures for the conduct of council business:

#### Procedural standing orders

Procedural standing orders are included in the document "[Standing Orders of Yarnscombe Parish Council](#)". (An update is expected from the National Association of Local Councils in April 2009.)

#### Delegated authority in respect of officers

(A template document is expected from the National Association of Local Councils in April 2009.)

#### Code of Conduct

All parish councillors adhere to "The Code of Conduct – Guide for Members, May 2007", applicable to members and co-opted members of local authorities, published by the Standards Board for England. The guide provides an overview of the full [Model Code of Conduct](#).

Policies and procedures for the provision of services and about the employment of staff:

#### Internal policies relating to the delivery of services

Schedule of charges (for the publication of information)

Appended to this document.

### **Class 6 – Lists and Registers**

Currently maintained lists and registers only

- 6.1 Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)  
None held.

## 6.2 Assets Register

Acquisition Date	Description	Location	Cost or value, £ 01/04/2007	Cost or value, £ 31/03/2009
	Playing Field	Rear of Church Park	5,500.00	5,500.00
	Notice Board	Village Square	50.00	50.00
	Dog Bins	1) Near Village Hall car park entrance 2) Ley Park Farm	-	-
13/08/2009	Bus Shelter	Village Hall car park	-	2217.20 [13/08/2009]
12/05/2009	Telephone Box (ex BT)	Adjacent to Ivy Cottage	-	15.00 [12/05/2009]
<b>Total Value:</b>			<b>5,550.00</b>	<b>7,782.20</b>

6.3 Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)  
None held.

6.4 Register of members' interests  
Held by Torridge District Council.

6.5 Register of gifts and hospitality  
Held by Torridge District Council.

## Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

### 7.1 Burial grounds and closed churchyards

St. Andrew's Parish Churchyard is not closed and burials can still take place there under the jurisdiction of the Parochial Church Council and the Diocese of Exeter, completely independent of Yarnscombe Parish Council. There are Diocesan / Church of England [Churchyard Regulations](#) which cover what is and is not permissible in the churchyard. There are no particular leaflets or documents published regarding the Methodist burial ground, which is open for burials of Methodist people and relatives of those already interred there; queries or contact can be addressed to the Ilfracombe and Barnstaple Circuit Office, Christ Church, Bear Street, Barnstaple, EX32 7BU.

### 7.2 Community centres and village halls

The village hall is managed by an independent Village Hall Committee.

### 7.3 Parks, playing fields and recreational facilities

Playing field behind Church Park, including goal posts and netball/basketball stand. (The goal posts and netball/basketball stand are owned by the Playing Field Committee.)

### 7.4 Seating, litter bins, clocks, memorials and lighting

Seat in Moor Lane near Highfield Cottage. Lighting is managed by Devon County Council.

## 7.5 Bus shelters

The bus shelter in the village hall car park is owned and maintained by Yarnscombe Parish Council.

## Additional Information

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

## Risk Assessment

The latest risk assessment is included in the document "[Yarnscombe Parish Council Likely Risks](#)".

## Contact details

Clerk: Mrs. Martina Dymond  
1 West View  
Yarnscombe  
Barnstaple  
EX31 3LP

## Schedule of Charges

This describes how the charges have been arrived at.

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