

# Yarnscombe Parish Council

## Information Accessible to the Public



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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.
1.4	24/11/2010	Richard Pengilley	List of councillors amended and annual updates incorporated.
1.5	20/10/2011	Richard Pengilley	List of councillors amended and annual updates incorporated.
1.6	27/09/2013	Richard Pengilley	List of councillors amended, annual updates incorporated, Risk Management and Code of Conduct documents referenced.
1.7	12/06/2015	Richard Pengilley	List of councillors amended, annual updates incorporated, assets register updated and internal policy documents added. Reformatted in accordance with standard template.
1.8	18/08/2016	Richard Pengilley	List of councillors amended, annual updates incorporated, assets register updated.
1.9	11/11/2016	Richard Pengilley	Assets register updated.
1.10	29/05/2017	Richard Pengilley	Annual updates incorporated, assets register updated.
1.11	24/10/2017	Richard Pengilley	Added 2017/2018 budget.

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## 1 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).

## 2 Who we are and what we do

(Organisational information, structures, locations and contacts)

### 2.1 Who's who on the Council

Councillors: Chris Brice, Denys Cooke, Dan Farr, Harold Martin (co-opted), Richard Pengilly, Rachel Stephens, Paul Williams.

There are no committees within the Council.

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

Mrs. Martina Dymond (Clerk)

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

Cllr. Chris Brice

Netherne, Yarnscombe, Barnstaple, EX31 3LY; tel. 858297

Cllr. Denys Cooke

Boode Farm, Yarnscombe, Barnstaple, EX31 3LT; tel. 858270

Cllr. Dan Farr

Tunnel Farm, Atherington, Umberleigh, EX37 9HR; tel. 560483

Cllr. Harold Martin

Crea Haven, West Greylake, Yarnscombe, Barnstaple, EX31 3NF; tel. 561214

Cllr. Richard Pengilly

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

Cllr. Rachel Stephens

Tabcott House, Yarnscombe, Barnstaple, EX31 3LN; tel. 07715 633311

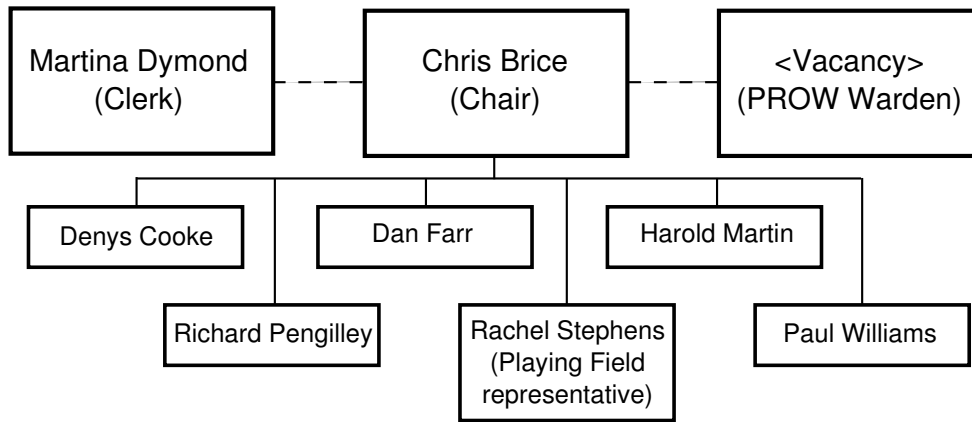
Cllr. Paul Williams

Court Cottage, Yarnscombe, Barnstaple, EX31 3LN; tel. 561178

### 2.3 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.

2.4 Staffing structure



### 3 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

#### 3.1 Annual return form and report by auditor

The Council's financial year runs from 1 April to 31 March. The annual return form and report by auditor for the financial year ending 31 March 2017 is available on the website ([www.yarnscombe.org.uk](http://www.yarnscombe.org.uk)). A hard copy is available from the Clerk.

#### 3.2 Finalised budget

	2017-18	2016-17
<b>RECEIPTS</b>	£	£
Precept	6000.00	4750.00
Interest Received	0.00	0.00
VAT Recovered	500.00	389.01
Grants	3000.00	3000.00
<b>TOTAL RECEIPTS</b>	9500.00	8139.01
<b>PAYMENTS</b>		
Salary: Clerk	1500.00	1363.60
Admin: Clerk's Expenses	75.00	57.04
Training	400.00	0.00
Audit Fees	50.00	50.00
Travel Expenses and Subsistence	200.00	0.00
Insurance	350.00	302.94
DALC Subscription	75.00	69.81
Local Grants	300.00	1044.10
Village Hall Rent	120.00	0.00
Election Costs	200.00	0.00
Parish Online Subscription	35.00	33.60
Web Hosting Charge	30.00	30.00
ICO Renewal	35.00	†
VAT Suffered	500.00	282.86
Chairman's Allowance	100.00	0.00
Maintenance and Repair of Assets	1000.00	2596.71
Quality Council	150.00	0.00
<b>TOTAL PAYMENTS</b>	5120.00	5830.66
Surplus/(Deficit) for Year	4380.00	2308.35

† The ICO [Information Commissioner's Office] renewal payment of £35.00 was omitted in error from the finalised 2016-17 budget. Therefore, the total payments for that year should read "5865.66" and the surplus should read "2273.35". This error will be noted in the minutes of the Parish Council meeting on 22 November 2017.

#### 3.3 Precept

The precept for the year 2017-18 is £6000. The precept for the year 2016-17 was £4750.

#### 3.4 Financial Standing Orders and Regulations

Financial standing orders and regulations are included in the document "Standing Orders of Yarnscombe Parish Council".

#### 3.5 Grants given and received

£200 was given to St. Andrew's Church to assist with upkeep of the churchyard in February 2017. £744.10

was given to the Playing Field Committee in April 2016. £100 was given to the Youth Club in May 2016. £200 was given to St. Andrew's Church to assist with upkeep of the churchyard in June 2015. £3000.00 was received from Torridge District Council in July 2016. £850.00 was received from Devon County Council in December 2015.

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

A shed for the playing field was purchased from Tamar Building Supplies in September 2016 for £1002.52. A brush cutter / strimmer head was purchased from Robert Abbott in February 2017 for £318.73. A pair of goal posts for the playing field was purchased from Alco Engineering in March 2017 for £288.00. A salt gritter was purchased from Delimbe in December 2015, price £1700.00. A cabinet in which to store the Parish Emergency Plan and maps was purchased from Tanks Direct in February 2016, price £133.00.

### 3.7 Members' allowances and expenses

In 2016-17 councillors received no allowances, and no travelling expenses were incurred for actual duties carried out on behalf of the council.

## 4 What our priorities are and how we are doing

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

### 4.1 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.

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

The most recent Annual Report can be found in the minutes of the Annual Parish Meeting of 24 May 2017. One member of the public attended the Annual Parish Meeting in 2017. 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 5.3 below.



## 5 How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

- 5.1 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).
- 5.2 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.
- 5.3 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.
- 5.4 Reports presented to council meetings — NB: this will exclude information that is properly regarded as private to the meeting.  
Verbal reports and Public Rights Of Way warden's written reports are included in the minutes of council meetings. No other written reports have been submitted in the years 2016–2017 or 2015–16.
- 5.5 Responses to consultation papers  
If relevant to Yarnscombe, these are placed on the agenda for the next meeting and responses following discussion are minuted.
- 5.6 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 5.3 above.

## 6 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 “Yarnscombe Parish Council Standing Orders”.

Delegated authority in respect of officers

Authority delegated to the clerk is as specified in the document “Yarnscombe Parish Council Financial Regulations”. Individual councillors have no authority delegated to them.

Code of Conduct

All parish councillors adhere to the Torridge District Council 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.

Clerk’s Contract of Employment and Job Description

Complaints Procedure

Data Protection

Emergency Plan

Financial Regulations

Grant Awarding Policy

Grievance and Discipline Procedures

Internal Control

Recording of Meetings

Risk Management

Separation of Duties

Training Policy

## 7 Lists and Registers

Currently maintained lists and registers only

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

None held.

## 7.2 Assets Register

Acquisition Date	Description	Location	Purchase Price, £	Insurance Value, £ 31/03/2017
	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	150.00	150.00
13/08/2009	Bus Shelter	Village Hall car park	2,217.20	1,540.50
12/05/2009	Telephone Box (ex BT)	Adjacent to Ivy Cottage	15.00	10.27
21/12/2011	High-Visibility Vests	Snow Warden Scheme volunteers	100.74	47.61
03/06/2014	Laptop Computer and HDMI Cable	Clerk's home	349.98	152.27
25/06/2014	Filing Cabinet	Village Hall	104.99	75.97
03/10/2014	Wireless Keyboard/Trackpad	Clerk's home	28.27	14.19
27/01/2016	Snow Gritter	Snow Warden's home	1,700.00	1,500.66
27/01/2016	Laminated Maps	Village Hall	25.00	19.14
24/02/2016	Box for Emergency Plan	Village Hall	133.00	118.39
19/09/2016	Wooden Play Shelter	Playing Field	1,002.52	949.51
22/02/2017	Brush Cutter / Strimmer Head	PROW Warden's home	318.73	312.27
22/03/2017	Goal Posts	Playing Field	288.00	286.58
<b>Total:</b>			<b>11,983.43</b>	<b>10,727.36</b>

The rightmost column of the above table indicates the depreciated value for insurance purposes. (This has not been applied to the first three items, which have unknown acquisition dates.)

## 7.3 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.

## 7.4 Register of members interests

Held by Torridge District Council.

## 7.5 Register of gifts and hospitality

Held by Torridge District Council.

## 8 The services we offer

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

Current information only

### 8.1 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.

### 8.2 Community centres and village halls

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

### 8.3 Parks, playing fields and recreational facilities

Playing field behind Church Park, including wooden play shelter and goal posts.

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

Seat in village hall car park. Lighting is managed by Devon County Council.

### 8.5 Bus shelters

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

## 9 Additional Information

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

## 10 Contact details

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

## 11 Schedule of Charges

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	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 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		