

# LYMINGE PARISH COUNCIL - Information available

Information to be published	How information can be obtained	Cost
<b>Who we are and what we do</b>		
Who's who on the Council	Website and Noticeboards	Free
Contact details for Parish Clerk and Council members	Website and Noticeboards	Free
Location of main Council office and accessibility details	Website and Noticeboards	Free
<b>What we spend and how we spend it</b>		
Annual return to and report by external auditor	Website and Clerk	Free
Annual budget and precept	Clerk	Free
List receipts and payments, VAT records, etc	Clerk	Free
Financial Standing Orders and Regulations	Website and Clerk	Free
Grants given and received	Clerk	Free
List of current contracts awarded and value of contract	Clerk	Free
<b>What our priorities are and how we are doing</b>		
Annual Report to Parish Meeting	Clerk	Free
<b>How we make decisions</b>		
Timetable of PC meetings and Annual Parish Meeting	Website and Noticeboards	Free
Agendas of PC meetings and Annual Parish Meeting	Website and Noticeboards	Free
Minutes of meetings	Website and Noticeboards	Free
Reports presented to meetings as above	Clerk	Free
Responses to consultation papers	Clerk	Free
Responses to planning applications	FHDC Website Planning Portal and Clerk	Free
<b>Our policies and procedure</b>		
Policies and procedures for the conduct of council business: Standing orders; committee terms of reference; delegated authority to officers; Code of Conduct; and, any policy statements	Where these exist – hard copy from Clerk	Free
Policies and procedures for provision of services and employment of staff.	Where these exist – hard copy from Clerk	Free
Schedule of charges for the publication of information	Clerk	Free
<b>Lists and Registers</b>		
Assets Register	Clerk	Free
Risk Assessment Register	Clerk	Free
Register of members' interests	FHDC Website	Free
Register of members' declaration of acceptance of office	Clerk	Free
Register of gifts and hospitality	Clerk	Free
<b>The services we offer</b>		
Allotments, playing field, open spaces, play equipment, bus shelters, village greens, salt bins and seats	Clerk	Free
<b>Additional Information</b>		
None		

PC Website is:

Clerk Contact: Cherri Norman Tel: 07715 221 705 Email: [lymingepc@btinternet.com](mailto:lymingepc@btinternet.com)  
Correspondence Address: PO Box 1159, Canterbury, Kent CT1 9PR

**SCHEDULE OF CHARGES – All information on this schedule is free.**

Lyminge Parish Council Publication Scheme (revised April 2021)