

# 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)