

FREEDOM OF INFORMATION ACT – ADOPTED 1 JANUARY 2009  
FOR YEALAND REDMAYNE PARISH COUNCIL

Class 1: Who we are and what we do :

Parish Council made up of 5 elected ( or Co-Opted ) Councillors, plus 1 Parish Clerk. Preserving and improving the Parish – Yealand Redmayne.

Who's who : Information shown on the Notice Board at Silverdale Road bus stop. Includes Contact names, phone numbers & E-Mail address.

Location of Office : Meetings held in Yealand Village Hall. Address of the Clerk is 29 Peel Crescent, Westfield Village, Lancaster LA1 5NY.

Class 2: What we spend and how we spend it :

Financial Information relating to the accounts can be obtained from the clerk. This includes current and previous year, Audit Form and Report, the finalised budget, Precept and Standing Orders and Regulations.

Class 3: What our Priorities are and how we are doing :

To maintain the village Parish and improve where possible. We are now improving the Meadows area and hope to landscape shortly, by involving the children in a competition.

At the present time, we do not have Quality Status.

Class 4 : How we make decisions :

At council Meetings, which are held a minimum of 6 times per year. The Agenda and Minutes are displayed on the Notice Board. Any resident is free to come to the meeting, if they wish. Council Responses to Planning Application are held by the Clerk.

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Class 5 : Our Policies and Procedures :

The Parish Council Adopted the Code of Conduct 12 (2) in 2008. The Council tries as far as possible to adhere to Health and Safety, Equality and Diversity. Any Complaints should in the first instance be sent to Mrs M Davy, as Chair of the Parish Council.

Information Security and Records Management : The Clerk uses Email to contact the Councillors with information ONLY if it is not of a personal or private nature. ( IE: It could be found by any member of the public ).

The Parish Council's Schedule of Charges : All information pertaining to the Parish will be given free of charge, except where there is a cost involved in terms of photocopying, where the actual charge would be made.

Class 6: Lists and Registers :

The Assets Register and Member's Interests Register are held by the Clerk.

Class 7: The services we offer :

A Newsletter is published every 2 months. The Parish has a Play Area, Village Hall, Seating, Litter Bins, Grit Bins, Notice Boards.

Additional Information : None at present.