

Skerne and Wansford Parish Council

Information available from the Skerne and Wansford Parish Council

Information to be published	How the information can be obtained	Cost
<p>Who we are and what we do</p> <p>Skerne and Wansford Parish Council consists of nine members from both villages and its purpose is to administrate parish affairs in accordance with all relevant enactments and orders, practising good governance as laid down by statute and abiding by the Code of Conduct. It meets six times a year in the Wansford Village Hall, at 7.30pm usually on the third Tuesday of alternate months starting in January. There is a public session within every meeting.</p> <p>The council sends representatives to the Driffield Navigation Trust, the Nafferton Feoffees, and liaises with the Wansford Village Hall Committee. The council constantly liaises with the East Riding of Yorkshire Council ward councillors, who attend meetings.</p>	<p>Website: www.skerneandwansfordparishcouncil.co.uk</p>	<p>Free</p>
<p>Who's who on the council</p> <p>Chairman: Coun Ian Lambie, 9 Nafferton Road, Wansford, tel 241134; vice-chairman: Coun Jackie Dobson, 13 Nafferton Road, Wansford, tel 257877. There are no committees.</p>	<p>Website: www.skerneandwansfordparishcouncil.co.uk</p>	
<p>Contact details for council members and parish clerk</p> <p>Coun Bryan Hills, The Haven, Wansford, tel 245359 Coun Ms ann Stoney, Well House, Skerne, tel 241197 Coun Neil Robson, The Bungalow, Driffield Road, Wansford, tel 254239 Coun Mrs Marian Terry, Hawthorne Lodge, Skerne, tel 232886 Coun Mrs C Harrison, River View, Wansford, tel254452 Coun Mrs Sue Waites, Broadmead House, Skerne, tel 256520 Coun Mark Padgett, 2 West End, Skerne, tel 252606 Clerk: Jill Pick, Church Cottage, Wansford, tel 254741, jill_pick2001@yahoo.co.uk</p>	<p>Website: www.skerneandwansfordparishcouncil.co.uk</p>	
<p>Location of main council office and accessibility details</p> <p>Church Cottage, Wansford, minutes, records, accounts and archives available to view by appointment, preferably during daytime hours</p>		
<p>Staffing structure</p> <p>Clerk – two hours per week</p>		
<p>What we spend and how we spend it</p> <p>Precept: 2003-04 to 2010-2011: £2,000 per annum Precept: 2011-2012 £2,500. Precept 2012-2013, £2.650 Clerk's salary and expenses, insurance, subscriptions to professional bodies; bus shelters and benchesmaintenance repairs and renewals, clerk and councillors' training. Other income: ERYC Flood Fund 2007-2008, £783.21 ERYC Flood Fund 2008-2009, £7,598.42 ERYC Flood Fund 2010-2011 (now closed), £1,045</p>	<p>www.skerneandwansfordparishcouncil.co.uk</p> <p>E-mail attachment: jill_pick2001@yahoo.co.uk</p> <p>Hard copy</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>

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<p>Flood restoration and prevention expenditure: Flood damage 2007-2008, £783.21 Flood damage and prevention 2008-2009, £7,598.42 Flood damage and prevention, 2010-2011, £1.045 2010-2011, £109.70, Wansford bus shelter repairs 2011-2012, £118.55, Skerne bus shelter repairs ERYC Severe weather grants 2011-2012 - £802 ERYC/Harrogate BC severe weather grants - £1861.51 Salt bins, pedestrian spreaders, emergency box - £1,841.51</p>		
<p>Annual return form and report by auditor</p> <p>No action required: 2007-2008; 2008-2009, 2009-2010, 2010-2011</p>	<p>www.skerneandwansfordparishcouncil.co.uk E-mail attachment: jill_pick2001@yahoo.co.uk Hard copy</p>	<p>Free Free 10p a sheet</p>
<p>Finalised budget 2011-2012</p> <p>2011-2012: £2,987, 2012-2013, £3.063</p>	<p>As above</p>	<p>As above</p>
<p>Precept</p> <p>2011-2012: £2,500, 2012-2013, £2,650</p>	<p>As above</p>	<p>As above</p>
<p>Financial Regulations</p> <p>As adopted November 2010</p>	<p>As above</p>	<p>As above</p>
<p>Grants given:</p> <p>Wansford Village Hall, £250 each year since 2003-2005. £260 2012-2013 Skerne and Wansford church yards, £200 each each year since 2003-2005, £210 each 2012-2013.</p>	<p>As above</p>	<p>As above</p>
<p>Members' allowances and expenses</p> <p>No members' allowances. Expenses claimed very rarely and by resolution of the full council.</p>	<p>From the accounts book – available to view <i>by appointment only</i> at Church Cottage, Wansford, preferably in working hours, tel 254741</p>	<p>10p per sheet</p>
<p>What our priorities are and how we are doing</p> <p>To run the council at a minimum cost and maximum benefit to the tax-payer, abiding by all current legislation. Since 2007 the council has accomplished much flood prevention work, upgraded the village bus shelters and successfully applied for severe weather grants.. It is currently reviewing all policies and procedures.</p>	<p>Contact the clerk or any councillor</p>	
<p>Annual Report to Parish or Community Meeting</p> <p>Not available for 2009/2010. Report for 2010-2011 in process of compilation for meeting on March 8 2011.</p> <ul style="list-style-type: none"> Documentation only available after March 8 2011 	<p>Website: www.skerneandwansfordparishcouncil.co.uk E-mail attachment: jill_pick2001@yahoo.co.uk Hard copy</p>	<p>Free Free 10p per sheet</p>
<p>How we make decisions</p> <p>Decision-making process is by resolution following discussion and a show of hands as per Standing Orders. All decisions are recorded in the minute book which is available to view by appointment with the clerk, preferably during working hours. Policies and procedures are scrutinised and amended to local</p>	<p>Website: www.skerneandwansfordparishcouncil.co.uk Minute book: contact the clerk</p>	<p>Free 10p per sheet</p>

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circumstances by a working party of councillors before adoption by resolution at a council meeting		
<p>Meetings timetable</p> <p>Every third Tuesday of alternate months starting in January. Meetings held at wWnsford Village Hall and unless otherwise specified on the agenda start at 7.30pm. The annual parish meeting is held prior to the March meeting and starts at 7pm.</p>	<p>www.skerneandwansfordparishcouncil.co.uk E-mail attachment: jill_pick2001@yahoo.co.uk Hard copy</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
<p>Agendas of meetings (as above)</p> <p>Published on the website and on both notice boards at least three clear days before the meeting date.</p>	<p>www.skerneandwansfordparishcouncil.co.uk E-mail attachment: jill_pick2001@yahoo.co.uk Hard copy Also posted on both village notice boards,</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
<p>Minutes of meetings - nb This will exclude information that is properly regarded as private to the meeting.</p> <p>Minute book kept by the clerk. Minutes pre-dating 2000 at the Beverley Treasure House. Minutes of previous meetings published on both notice boards simultaneous to next meeting agenda. Previous years' minutes available on the website</p>	<p>www.skerneandwansfordparishcouncil.co.uk E-mail attachment: jill_pick2001@yahoo.co.uk Hard copy Minute book – contact the clerk</p>	<p>Free</p> <p>Free</p> <p>10p a sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	As above	As above
<p>Responses to consultation papers</p>	As above	As above
<p>Responses to planning applications</p>	As above	As above
<p>Our policies and procedures Financial Regulations - adopted November 16 2010 Grant Awarding Procedure – adopted January 18 2011</p>	As above	As above
<p>Policies and procedures for the conduct of council business: Standing Orders –adopted November 16 2011 Code of Conduct – adopted 2007 Internal audit and control - adopted January 18 2011</p>	As above Contact the Clerk	As above As above As above
<p>Policies and procedures for handling requests for information</p> <p>Complaints procedures – adopted January 18 2011 Freedom of Information Policy - adopted January 18 2011</p>	As above	As above
<p>Records management policies (records retention, destruction and archive) The clerk keeps the following documents: Minute book, Account books/bank statements/financial statements, Letters sent and received, Policy documents. Account books and minute books prior to 2000 are kept in the Treasure House, Beverley.</p>	As above	As above
<p>Schedule of charges</p>	As above	As above
<p>Any publicly available register or list</p>	To view <i>by appointment only</i>	10 a

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Register of electors	at Church Cottage, Wansford, preferably in working hours. Tel 254741	sheet
Assets Register Kept by the clerk	www.skerneandwansfordparishcouncil.co.uk E-mail attachment: jill_pick2001@yahoo.co.uk Hard copy	Free Free 10p a sheet
Register of members' interests Kept by the clerk and at County Hall, Beverley.	To view by appointment only at Church Cottage, Wansford, preferably in working hours. Tel 254741	10p a sheet
Register of gifts and hospitality N/A	Contact the clerk	
The services we offer Seating, notice boards, severe weather equipment	Wansford: Two seats, one picnic table, one notice board, one pedestrian spreader, one grit bin. Skerne: one seat, one notice board, one pedestrian spreader, one grit bin.	
Bus shelters	Wansford: one bus shelter Skerne: one bus shelter	
A summary of services for which the council is entitled to recover a fee	None	

Contact details:

Mrs Jill Pick, Church Cottage, Wansford, Driffield, YO25 8NT, telephone (01377) 254741, e-mail jill_pick2001@yahoo.co.uk

Website: skerneandwansfordparishcouncil.co.uk

Schedule of charges: Actual cost of paper, printing and electricity involved.

Being a small council with a small amount of business and only one employee serving two hours per week it currently does not have in place an Equality And Diversity policy, a Health And Safety policy, a Recruitment Policy and an Information Security Policy. Should the necessity arrive the council will assemble and adopt these policies.

Signed:.....

Updated: July 17 2012

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation