

## **Freedom of Information Statement**

### **Crosthwaite and Lyth Parish Council**

**www.crosthwaiteandlyth.com.uk**

**All documents listed below (which are held by the Clerk) can be sent as an e-mail attachment at no cost, may be shown on the web site, or sent in hard copy at the cost shown at the end of this document. Please contact the Clerk accordingly.**

**If you wish to register for monthly communication please contact the Clerk.**

**e-mail :- [crosthwaiteandlyth.pc@hotmail.co.uk](mailto:crosthwaiteandlyth.pc@hotmail.co.uk)**

### **Who are we and What we do**

Your Parish Council is elected every four years

Councillors *Listed on Web Site*  
*Notice board at Memorial Hall*

Clerk *Listed on Web site*  
*Notice board at Memorial Hall*

Office *No Office open to the Public*  
*Current books held by the clerk at home*  
*address*

Staffing Structure *Seven councillors (unpaid)*  
*One Clerk (paid)*

The Council has powers and duties *Listed on Web Site*

Meetings *Held monthly except January and August*  
*Annual Meeting for Election of Officers in May*  
*Annual Parish Meeting in May/June*

The Council has the right to raise money through the Council Tax for a precept demand that is then used for the benefit of the community. The Council manages assets which may generate funds which can be used for the benefit of the community,

### **What we spend and How we spend it**

A budget is set annually ready for a precept demand in January. Throughout the year income and expenditure is noted in a Cash book and compared to the budget in an Income and Expenditure Account.

Budget	<i>Approved at the December meeting</i>
Precept demand	<i>Shown on the December minutes</i>
Cash Book	<i>Shown on Web Site (at least twice per year)</i>
Income and Expenditure	<i>Shown on Web Site (at least twice per year)</i>
Standing Orders	<i>Shown on Web Site</i>
Financial Regulations	<i>Shown on Web Site</i>

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

The priority for the Parish Council is to look after the parish within the bounds of their powers and duties, to communicate with parishioners, district and county councils, and with the Lake District National Park.

Parish Plan	<i>Shown on Web Site</i>
Annual Parish Meeting	<i>Takes place in May or June</i> <i>Minutes shown on the Web Site</i>

### **How we make decisions**

An agenda is drawn up by the Clerk for each meeting and published at least three full working days prior to a meeting. Agenda items will show items for discussion, for information, and for decisions to be made. Minutes are taken of each meeting and published accordingly. All Parish Councillors are summoned to a meeting.

Agenda	<i>Published web Site</i> <i>Published 5 notice boards</i>
Minutes	<i>Published Web Site</i> <i>Published Notice Board at Memorial Hall</i> <i>Notice Board at Old Post Office</i>
Matters for discussion	<i>Notified to the Clerk</i> <i>at least 10 days prior to meeting</i>
Questions requiring an answer	<i>Notified to the Clerk</i> <i>at least 7 days prior to meeting</i>

### **Our Policies and procedures**

Standing Orders  
Financial Regulations  
Planning application procedure  
Complaint Procedure  
Risk Assessment  
Freedom of Information Statement  
Code of Conduct  
Powers and Duties of a Parish Council

*All the above are available on the web site or in hard copy from the Clerk, costs shown below)*

### **Lists and Registers**

Asset Register *Held by the Clerk*

Members Register of Interests *Held by the Clerk*

Crosthwaite and Lyth Quarry land

### **The Services we offer**

Your Parish Council can be contacted for assistance with community projects and other matters within the bounds of their Powers and Duties which are shown on the web site.

For an up to date view of priorities please look at the Parish Plan alongside the Annual Budget.

### **Planning decisions**

Planning applications are sent to your Parish Council from the Lake District National Park for consultation. These applications are put before the monthly meetings for comment and those comments returned to the Authority.

Comments *Shown in Minutes*

### **Charges**

Photocopying of papers 10p per sheet

Envelope 25p each

Postage 2<sup>nd</sup> Class cost