

## Information regarding Eydon Parish Council from May 2018/19

Information available	How the information can be obtained
<p><b>Who we are and what we do</b></p> <p>Eydon Parish Council is a primary tier of local government, charged with carrying out key functions and responsibilities within the parish of Eydon. The Council has a number of powers and undertakes a variety of activities and is responsible for the maintenance of street lighting and open spaces. The Council consists of 7 councillors. Elections are held every 4 years and candidates who wish to become Councillors are elected by those entitled to vote from the Register of Electors for the polling district of Eydon. Any Councillor vacancy that arises during the 4 year period is filled by either a bye-election if demanded or otherwise by co-option. The Council Officers are those of the Chairman and Vice Chairman – positions filled by Councillors elected annually from the Parish Council. The Council employs a Clerk whose role is to both advise the Council on legal and administrative matters and implement its policies and decisions. The Council also contracts with third party businesses for services such as village maintenance.</p>	<p>Eydon Parish Council Website. Information is also published in the Eydon Village News monthly newsletter.</p>
<p><b>Council Members:-</b></p> <p>The Members of Eydon Parish Council are Keith Simmons , Richard Collins, Carol Henson, Wendy Coy, Jessica Maxted, Neil Stewart and Jonathan Walker.</p>	<p>Contact details may be obtained from the website, noticeboard and village newsletter.</p>
<p><b>Contact details for Parish Clerk :-</b></p> <p>Andy Hartley, 17 Dean’s Row, Gayton, Northants, NN7 3HA. Tel 01604 858360 / 07791 906773, email: <a href="mailto:andyhartley5@gmail.com">andyhartley5@gmail.com</a></p>	

<p><b>What we spend and how we spend it</b></p> <p>The Council receives most of its income from Council Tax by way of a precept from South Northants Council. For the Financial Year 2018/19 this amounts to £20177.00. Supplementary income is received from fees associated with Eydon Burial Ground and minor local authority grants and South Northants Council funding schemes.</p> <p>Payments are submitted by the Clerk and approved by the Council at its meetings. Approved payments are made by cheque signed by 2 of the authorised signatories.</p>	<p>The Council's accounts are externally audited on an annual basis.</p> <p>Annual statements are presented to the Annual Parish Assembly and available on the website. Details of monthly payments are available at Meetings and from subsequent Minutes.</p>
<p><b>Annual return and auditor's report:-</b></p> <p>Once agreed and signed off by the Auditor, a Public Notice to that effect is posted on the noticeboard. The Annual Return and Audit Report by BDO LLP is held by the Clerk and is available for inspection.</p>	<p>The notice is displayed on the designated Parish Council Notice Board.</p>
<p><b>Finalised budget:-</b></p> <p>Once finalised and approved by the Parish Council, the annual budget is implemented at the start of each financial year commencing April 1<sup>st</sup>.</p>	<p>Information concerning the yearly budget may be found in the relevant Parish Council Meeting Minutes.</p>
<p><b>Precept:-</b></p> <p>The Precept is decided by the Parish Council and the application is submitted to South Northamptonshire Council for approval. For the Financial Year 2016/17 the Precept £20177.00.</p>	<p>Information on the Precept is found in the Parish Council Meeting Minutes.</p>
<p>Standing Orders and Financial Regulations were adopted in May 2018.</p>	<p>Available from the Clerk and the website.</p>
<p>Members Allowances and Expenses- Councillors are entitled to claim allowances and expenses associated with the discharge of their role or function as a Council Member.</p>	

<p><b>How we make decisions:-</b></p> <p>The Council operates under national legislation and Standing Orders, the latter reviewed and adopted annually.</p>	
<p>Discussions and resolutions/decisions are undertaken at open meetings normally held on the 2<sup>nd</sup> Tuesday of each month (except August), held in Eydon Village Hall.</p>	
<p>Agendas of meetings – agendas for all meetings are published 3 clear working days before the meeting.</p>	<p>The agenda is displayed on the PC notice board and website.</p>
<p>Minutes of meetings – All meetings of the Parish Council are formally minuted by the Clerk.</p>	<p>Draft and approved Minutes are held on file and displayed on the website.</p>
<p>Reports presented to council meetings – Reports from outside bodies and committees are, when available, circulated with the meeting agenda. When this is not possible or when an update to the previously circulated information is available, reports are presented verbally at the meeting.</p>	
<p>Responses to planning applications – Consultation details regarding Planning Applications to South Northants Council are normally received by email and circulated to Councillors prior to discussion at the designated PC Meeting. The Clerk submits the agreed consultation response to the relevant planning authority or in the case of Appeals to the designated Appeals Office.</p>	<p>Responses to Planning Applications are minuted and available from the SNC website and via the Minutes as described above.</p>

<p><b>Policies and procedures</b></p> <p>The Parish Council aims to follow the guidance issued by the National Association of Local Councils and other relevant bodies and wherever possible to adopt and customise Codes of Practice and similar model policies.</p>	
<p><b>The services we offer</b></p> <p>The Parish Council assists with the following services:</p>	