

Local Government Transparency Code 2015

Adopted: 9th March 2021

What is on our website.

Minutes, Agendas & Papers of Formal Meetings

- **When:** Agendas and associated meeting papers – not later than 3 clear days before the date of the meeting.
- **When:** Minutes – Draft minutes of full council, committee and sub-committee meetings not later than one month after the date of the meeting.

Items of Expenditure over £100

All items of expenditure over £100 individually listed stating:

- The date the expenditure was incurred
- A brief description of what the expenditure was for
- The amount
- Any VAT that cannot be recovered

We publish a full list of all expenditure incurred during the year to meet this requirement.

When: Not later than 1st July immediately following the accounting year to which it relates.

End of Year Accounts

The statement of accounts included in the Annual Return, approved and signed by the responsible Financial Officer and the chairman of the meeting that approved the statement of accounts.

The statement of accounts are accompanied by:

- A copy of the bank reconciliation for the relevant financial year
- An explanation of any significant variances (in line with proper practices) in the statement of accounts
- An explanation of any differences between 'balances carried forward' and 'total cash and short term investments'

When: Not later than 1st July immediately following the accounting year to which it relates.

Annual Governance Statement

The Governance Statement included in the Annual Return, signed by the Chairman of the meeting that approved the statement and the Clerk. Where the statement contains any negative responses, these are explained fully including how any weaknesses will be addressed.

When: Not later than 1st July immediately following the accounting year to which it relates.

Internal Auditor's Report

The annual Internal Audit Report, included in the Annual return form, signed by the person who carried out the internal audit. Where the report contains any negative responses these are explained fully, including how any weaknesses will be addressed.

When: Not later than 1st July immediately following the accounting year to which it relates.

List of Councillor Responsibilities

This includes

- the names of all councillors,
- Committee membership and functions (if Chairman or Vice-Chairman) of each councillor
- Representation on external local public bodies (if nominated to represent the authority) of each councillor

When: Throughout the year.

Location of Public Land & Building Assets

We publish the following information for each land and building asset:

- Description of what it is including size/acreage
- Location (for example street name, postcode or Ordnance Survey grid reference)
- Owner/custodian (for example if the authority manages the asset on behalf of a charity)
- Date of acquisition (if known)
- Value paid on acquisition (or proxy value)
- Present use

When: Not later than 1st July immediately following the accounting year to which it relates.