

Nether Alderley Parish Council

Required Actions relating to the Transparency Code for smaller authorities

(Annual turnover < £25,000)

Expectation	Action Required
Publish all items of expenditure above £100, including: <ul style="list-style-type: none"> - Date expenditure incurred - Summary of purpose of expenditure - Amount - VAT that cannot be recovered 	<ul style="list-style-type: none"> - All items of expenditure are recorded in the Parish Council Meeting Minutes (Finance) - Specific list of items above £100 published on website
Publication of end of year accounts in the format of the Annual Return, together with a bank reconciliation at 31 st March, explanation of significant variances, explanation of differences in balance carried forward and total cash and short term investments (no later than 1 st July)	<ul style="list-style-type: none"> - Publication of end of year accounts (as in the format of the Annual Return) - Publication of the bank reconciliation at 31st March - Explanation of significant variances - Explanation of differences in balance carried forward and total cash - Explanation of short term investments No later than 1 st July
Publication of the annual governance statement, as format in the Annual Return. Explain any negative responses to governance statements and how weaknesses will be addressed (no later than 1 st July)	<ul style="list-style-type: none"> - Publication of the annual governance statement (as in the format of the Annual Return) - Explanation of any negative responses to governance statements - Explanation of how weaknesses will be addressed (no later than 1st July) Re: Parish Council Minutes: <ul style="list-style-type: none"> - Response to Internal Auditors report - Response to External Auditors report
Publication of Internal Audit report, as in format of Annual Return. Explain any negative responses or not covered responses and how weaknesses will be addressed	<ul style="list-style-type: none"> - Publish the Internal Audit report (as in the format of the Annual Return) - Explanation of any negative responses - Explanation of how weaknesses will be addressed Re: Parish Council Minutes: <ul style="list-style-type: none"> - Response to Internal Auditors report - Response to External Auditors report
Publication of List of Councillor Responsibilities	<ul style="list-style-type: none"> - A list of Committee members (Burial Board, JMC and Planning) and representative to Mere Farm Quarry liaison committee are published on the website. - The website includes an explanation of the function of the individual Committees
Publication of Location of public land and assets	<ul style="list-style-type: none"> - Edited version of asset register is published on the website, that includes public land, building and highways assets (Asset register has been amended to describe ownership and full locations.)

Publication of Minutes, agendas and papers of formal meetings	Notice boards and Website <ul style="list-style-type: none">- Publish agendas and any meeting papers 3 clear days prior to meeting Website <ul style="list-style-type: none">- Publish draft Minutes within 30 days of meeting;- Publish approved Minutes

Reviewed: 9th April 2018

Signed: _____ **Date:** _____