

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

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

**Reviewed: 13<sup>th</sup> July 2020**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_