



Tur Langton Parish Council Achieving Transparency Code Compliance

Draft for approval meeting 7/11/17

Adopted (date) – for review (date)

Item	Requirement	Notes
Website	Details to be published on website	The council has a “Transparency” page on website bringing together all details which are required to be published to comply with the Transparency Code.
All items of expenditure above £100	List of items of expenditure – can be achieved by publishing the cash book	Full cash book to be published on website in PDF format once finalised after year end on “Financial Information” webpage with a link from the “Transparency” webpage
End of year accounts	Statement of Accounts – Section 2 of the Annual Return with bank reconciliation, explanation of significant variances and explanation of any differences between “balances carried forward” to “total cash and short term investments” if applicable	Publication of Annual Return Section 2 on website including any supporting sheets, e.g. bank reconciliation and explanation of variances, in PDF format on “Financial Information” webpage with a link from the “Transparency” webpage
Annual Governance Statement	Section 1 of the Annual Return (including any explanations of negative responses	Publication of Annual Return Section 1 on website in PDF format on “Financial Information” webpage with a link from the “Transparency” webpage
Internal Audit Report	Section 4 of the Annual Return, including any other report provided by the Internal Auditor	Publication of Annual Return Section 4 on website in PDF form along with a PDF version of any other report produced by Internal Auditor on “Financial Information” webpage with a link from the



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		“Transparency” webpage
List of Councillor or Member responsibilities	List of members with responsibilities	Details of Councillors and their responsibilities on the “Councillors’ Details” webpage, with a link from the “Transparency” webpage
Details of public land and building assets	Publish full Asset Register	The only building held by the Parish Council, is the Village Hall. As the council holds this as Custodian Trustee only and the land it stands on is leased the value is classed as NIL. Asset Register is on the website on the “Policies and other Documents” webpage which is linked from the “Transparency” webpage
Minutes, agenda and meeting papers of formal meetings	Minutes within one month, agendas and supporting papers within three clear days	All agendas / supporting papers and minutes are published in PDF format within deadline. Link to each meeting from “Transparency” page