

Review of Compliance with the Transparency Code for Smaller Authorities

<u>Information title</u>	<u>Information which should be published</u>	<u>2018/19</u>	<u>2019/20 – progress to date</u>
All items of expenditure over £100	Annual publication no later than 1 July. Publish details of each individual item of expenditure. Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection. For each individual piece of expenditure the following should be published: a. Date the expenditure was incurred. b. Summary of the purpose of the expenditure c. Amount d. VAT that cannot be recovered.	Published on website Available to view Published on website	

End of year accounts	Annual publication no later than 1st July. Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by: a. A copy of the bank reconciliation for the relevant financial year. b. An explanation of any significant variances ie. More than 10-15% in the statement of accounts for the relevant year and previous year. c. An explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.	Published on website	
Annual governance statement	Annual publication no later than 1st July. Publish signed annual governance statement according to the format	Published on website	

	included in the Annual Return form. Explain any negative responses to governance statements, including how any weaknesses will be addressed.	Not applicable	
Internal audit report	Annual publication no later than 1 July. Publish signed internal audit report according to the format in the Annual Return form. Explain any negative responses to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal control objectives.	Published Not applicable Not applicable	
List of councillor or member responsibilities	Annual publication of councillor or member responsibilities no later than 1 July, including: a. Names of all councillors or members	Published on website	All details listed here https://kilmersdonpc.wordpress.com/about/

	b. Committee or board membership and function (if Chairman or Vice Chairman) c. Representation on external local public bodies (if nominated to represent the authority or board).																										
Location of public land and building assets	Annual publication no later than 1 July. Publish details of all land and building assets, either in its full asset and liabilities register or as an edited version. The following information must be published: a. Description (including size/acreage) b. Location (address or description of location) c. Owner/custodian d. Date of acquisition (if known) e. Cost of acquisition (or proxy value) f. Present use	Published on website	<table><tr><td>Description</td><td>Land adjacent to Kilmersdon Village Hall. 1.3 acres.</td></tr><tr><td>Location</td><td>Playing field and car park adjacent to the Village Hall, High St, Kilmersdon BA3 5TD.</td></tr><tr><td>Owner/custodian</td><td>Leasehold</td></tr><tr><td>Date of acquisition</td><td>15/5/1991. 21 year lease.</td></tr><tr><td>Cost of acquisition</td><td>£1 pa</td></tr><tr><td>Present use</td><td>Playing field/ play park/ car park</td></tr></table> <table><tr><td>Description</td><td>Garage</td></tr><tr><td>Location</td><td>No. 4 Kilmersdon</td></tr><tr><td>Owner/custodian</td><td>Rental</td></tr><tr><td>Date of acquisition</td><td>14/11/12</td></tr><tr><td>Cost of acquisition</td><td>£41.67 net pa</td></tr><tr><td>Present use</td><td>Storage</td></tr></table>	Description	Land adjacent to Kilmersdon Village Hall. 1.3 acres.	Location	Playing field and car park adjacent to the Village Hall, High St, Kilmersdon BA3 5TD.	Owner/custodian	Leasehold	Date of acquisition	15/5/1991. 21 year lease.	Cost of acquisition	£1 pa	Present use	Playing field/ play park/ car park	Description	Garage	Location	No. 4 Kilmersdon	Owner/custodian	Rental	Date of acquisition	14/11/12	Cost of acquisition	£41.67 net pa	Present use	Storage
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Minutes, agendas and papers of formal meetings	Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place. Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place	Published on website	Information is published here https://kilmersdonpc.wordpress.com/about/
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Review schedule

	Review date
To Parish Council	19/2/17
To Parish Council	18/2/19
To Parish Council	18/2/20
Next Review:	Feb 2021