

Review of Compliance with the Transparency Code for Smaller Authorities

<u>Information title</u>	<u>Information which should be published</u>	<u>2019/20</u>	<u>2020/21 – progress to date</u>
<p>All items of expenditure over £100</p>	<p>Annual publication no later than 1 July. Publish details of each individual item of expenditure.</p> <p>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.</p> <p>For each individual piece of expenditure the following should be published:</p> <ul style="list-style-type: none"> a. Date the expenditure was incurred. b. Summary of the purpose of the expenditure c. Amount d. VAT that cannot be recovered. 	<p>Published on website</p> <p>Available to view</p> <p>Published on website</p>	<p>Income and expenditure at 6 months published on website.</p> <p>https://www.kilmersdonpc.co.uk/your-parish-council/finance-policies/yearly-archives/2020-21-finance-and-policies/</p>

<p>End of year accounts</p>	<p>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:</p> <ul style="list-style-type: none"> 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. 	<p>Published on website</p>	<p>To be put to the Parish Council following internal audit.</p>
<p>Annual governance – Review of the internal control environment</p>	<p>Annual publication no later than 1st July. Publish signed annual governance statement according to the format</p>	<p>Published on website</p>	<p>Put to Parish Council for agreement 15/2/2021 before publishing on website.</p>

	<p>included in the Annual Return form.</p> <p>Explain any negative responses to governance statements, including how any weaknesses will be addressed.</p>	<p>Not applicable</p>	
<p>Internal audit report</p>	<p>Annual publication no later than 1 July. Publish signed internal audit report according to the format in the Annual Return form.</p> <p>Explain any negative responses to the internal controls objectives, including how any weaknesses will be addressed.</p> <p>Explain any 'not covered' responses to internal control objectives.</p>	<p>Published</p> <p>Not applicable</p> <p>Not applicable</p>	<p>Internal Audit to be conducted in April/May 2021.</p>
<p>List of councillor or member responsibilities</p>	<p>Annual publication of councillor or member responsibilities no later than 1 July, including:</p> <p>a. Names of all councillors or members</p>	<p>Published on website</p>	<p>All details listed here https://www.kilmersdonpc.co.uk/your-parish-council/the-parish-council/parish-councillors/</p>



<p>Location of public land and building assets</p>	<p>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).</p>	<p>Published on website</p>																									
	<p>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:</p> <ol style="list-style-type: none"> Description (including size/acreage) Location (address or description of location) Owner/custodian Date of acquisition (if known) Cost of acquisition (or proxy value) Present use 		<table border="1"> <tr> <td data-bbox="589 730 683 1003">Description</td> <td data-bbox="589 445 683 730">Land adjacent to Kilmersdon Village Hall. 1.3 acres.</td> </tr> <tr> <td data-bbox="683 730 886 1003">Location</td> <td data-bbox="683 445 886 730">Playing field and car park adjacent to the Village Hall, High St, Kilmersdon BA3 5TD.</td> </tr> <tr> <td data-bbox="886 730 922 1003">Owner/custodian</td> <td data-bbox="886 445 922 730">Leasehold</td> </tr> <tr> <td data-bbox="922 730 987 1003">Date of acquisition</td> <td data-bbox="922 445 987 730">15/5/1991. 21 year lease.</td> </tr> <tr> <td data-bbox="987 730 1023 1003">Cost of acquisition</td> <td data-bbox="987 445 1023 730">£1 pa</td> </tr> <tr> <td data-bbox="1023 730 1088 1003">Present use</td> <td data-bbox="1023 445 1088 730">Playing field/ play park/ car park</td> </tr> </table> <table border="1"> <tr> <td data-bbox="1128 730 1164 1003">Description</td> <td data-bbox="1128 445 1164 730">Garage</td> </tr> <tr> <td data-bbox="1164 730 1200 1003">Location</td> <td data-bbox="1164 445 1200 730">No. 4 Kilmersdon</td> </tr> <tr> <td data-bbox="1200 730 1235 1003">Owner/custodian</td> <td data-bbox="1200 445 1235 730">Rental</td> </tr> <tr> <td data-bbox="1235 730 1271 1003">Date of acquisition</td> <td data-bbox="1235 445 1271 730">14/11/12</td> </tr> <tr> <td data-bbox="1271 730 1307 1003">Cost of acquisition</td> <td data-bbox="1271 445 1307 730">£41.67 net pa</td> </tr> <tr> <td data-bbox="1307 730 1343 1003">Present use</td> <td data-bbox="1307 445 1343 730">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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<p>Minutes, agendas and papers of formal meetings</p>	<p>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</p>	<p>Published on website</p>	<p>Information is published here https://www.kilmersdonpc.co.uk/your-parish-council/meetings/</p>
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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
To Parish Council	15/2/21
Next Review:	Feb 2022