

Willoughby Parish Council

TRANSPARENCY CODE

Transparency Code for Smaller Authorities 2014
Applies to all councils with annual turnover under £25,000

Requires the online publication of:

Item to be published	Including:	Publication date
All items of expenditure above £100	<ul style="list-style-type: none"> - Date expenditure incurred - Summary of the purpose of expenditure - Amount of expenditure - Amount of unrecoverable VAT 	No later than 1 July in the year immediately following the accounting year to which the items relate
End of year accounts	<ul style="list-style-type: none"> - Copy of bank reconciliation - Explanation of any significant variances - Explanation of any differences between balances carried forward and total cash and short term investments (if applicable) 	No later than 1 July in the year immediately following the accounting year to which the items relate
Annual Governance Statement	<ul style="list-style-type: none"> - Explanation of any negative responses to governance statement 	As above
Internal Audit report	<ul style="list-style-type: none"> - Explanation of any negative response - Explanation of any 'not covered' responses 	As above
List of councillor responsibilities	<ul style="list-style-type: none"> - Names of all councillors - Committee or board membership & function - Representation on external local public bodies 	As above
Location of public land and building assets	<ul style="list-style-type: none"> - Description including size/acreage - Location/address - Owner/custodian - Date of acquisition (if known) - Cost of acquisition (of proxy value), and - Present use. 	As above
Minutes	<ul style="list-style-type: none"> - Publication of draft minutes from all formal meetings 	Within one month of the meeting
Agendas and papers of formal meetings	<ul style="list-style-type: none"> - Publication of meeting agendas and associated meeting papers 	No later than three clear days before the meeting

The above information is published on the Council website which is publicly accessible free of charge.