

# **WINDLESTONE PARISH COUNCIL**

## **PUBLICATION SCHEME & TRANSPARENCY CODE**

### Introduction

This Publication Scheme commits Windlestone Parish Council to make information available to the public as part of its normal business activities.

The Scheme commits Windlestone Parish Council to proactively publish or otherwise make available as a matter of routine, information which is held by the Council so that it can be easily identified and accessed by members of the public. Information published should include:

- Who we are and what we do i.e. Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it i.e. Financial information relating to actual income and expenditure and details of tendering, procurement and contracts.
- How we make decisions i.e. Minutes of Meeting
- Policies and Procedures
- Lists and Registers i.e. Assets Register
- The Services we offer.

Charges may also be made for information provided under this scheme. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information (i.e. photocopying and administration costs)

Written Requests received will be considered in accordance with the provisions of the Freedom of Information Act.

# Transparency Code for Smaller Authorities Adopted by Windlestone Parish Council

Parish Councils with an annual turnover not exceeding £25,000 must publish the following documentation (online on an official Council Website) as follows:

## **Information title**

## **Information which should be published**

### **End of year accounts**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.

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 (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year, and
- c. an explanation of any differences between 'balances carried forward' and 'total cash and short-term investments', if applicable.

### **Annual governance statement**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.

Publish signed annual governance statement according to the format included in the Annual Return form.

Explain any negative responses to governance statements, including how any weaknesses will be addressed.

### **Internal audit report**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.

Publish signed internal audit report according to the format included in the Annual Return form.

Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal controls objectives.

**All items of expenditure above £500**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.

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 item of expenditure the following information must be published:

- a. date the expenditure was incurred,
- b. summary of the purpose of the expenditure,
- c. amount, and
- d. Value Added Tax that cannot be recovered.