

GERMOE PARISH COUNCIL

www.germoeparishcouncil.org.uk

Transparency Code for Smaller Authorities

for discussion on March 5, 2015

The above named document requires that, with effect from April, Germoe Parish Council should ensure publication

- of draft minutes from all formal meetings, not later than one month after each meeting (*we have been publishing the adopted minutes, but frequently at a greater interval than one month*)
- and of meeting agendas and associated meeting papers not later than three clear days before the meeting takes place (*which we do – though we do make decisions on non-contentious items without prior publication*)

May I suggest that once everyone has had the opportunity to look at the draft minutes which I now send immediately following the meeting and to point out any errors, they are published – and that, if there are any further changes, the adopted minutes are also published

May I further suggest that on the Agenda the present Planning headings **Applications, Decisions** and **Correspondence** are replaced with

Applications including the following

Decisions including the following

Correspondence including the following (this heading will also serve for the Clerk's Report)

and similarly the Finance headings **To approve payment of the following accounts** and **To note the following receipts** are replaced with

To approve payment of invoices received including the following

To note the following receipts including the following

For all other matters the Chairman should propose that a decision is a matter of urgency, that proposal should be put to the vote – and, dependant on the vote, discussion and decision should follow.

Further, and not later than 1 July 2015, Germoe Parish Council is required to ensure publication of

- All items of expenditure above £100 (date incurred, summary of purpose, amount and VAT that cannot be recovered) *this we do and have done for some while, both in the minutes and in the publication of the Cash Book in its entirety*
- End of Year Accounts (the statement of accounts should be accompanied by a bank reconciliation and an explanation of significant variances and any differences between 'balances carried forward' and 'total cash and short term investments') *this is already done with publication of our annual Statement of Accounts*
- Annual governance statement *this forms part of the External Audit papers which we have published for some while*
- Internal Audit report *this forms part of the External Audit papers which we have published for some while*
- List of councillor responsibilities *this is published in the minutes of the Annual meeting but perhaps it could also be published separately*
- Details of public land and building assets (description, location, owner/custodian, date and cost of acquisition and present use) *although the Preachers' Pit and indeed the War Memorial form part of the annual Statement of Accounts it might be argued that they need expanding possibly in a separate document.*

I will make all the above the subject of an agenda item for the March Meeting (and publish the document as a whole on the web) – but clearly we have been doing something right!

C.F.P.Chapman
(Clerk to Germoe Parish Council)