

**TABLE SUMMARISING ALL INFORMATION TO BE PUBLISHED
IN ACCORDANCE WITH TRANSPARENCY CODE FOR SMALLER AUTHORITIES from Dec 2014**

SUGGESTED DRAFT ACTION PLAN FOR SWANBOURNE

NOTE: This code became mandatory in April 2015

Ref	Information to be published electronically on a Website	Original due date	Code met as at Jan 2016? YES/NO	Action or support needed for implementation	Lead responsibility	Revised due date	Other Comments
Category A - Information to be published annually							
A1	Publish details of each item of expenditure over £100	1 July 2015	NO	Keep clear records throughout the year with this in mind	Finance Officer	1 July 2016	
A2	For A1 the following information must be published: 1. Date expenditure incurred 2. Summary of purpose of the expenditure 3. Amount 4. Unrecoverable VAT	1 July 2015	NO	Ensure records kept are in an appropriate format throughout the year in order to provide this information at year end	Finance Officer	1 July 2016	
A3	Publish Statement of Accounts according to the format included in the Annual Return form	1 July 2015	NO	Ensure records kept are in an appropriate format throughout the year in order to provide this information at year end	Finance Officer	1 July 2016	See attached for requirements of blank form
A4	The Statement of Accounts must be approved and signed by the Responsible Financial Officer and the Chairman of the meeting approving the Statement of Accounts. Minute Number to be recorded.	1 July 2015	NO	Need to confirm who is the 'Responsible Financial Officer' (Clare?) and timetable a meeting to formally approve the Statement of Accounts	Finance Officer	1 July 2016	Suggest at a meeting set for this purpose around the date of the Parish Assembly. Add to Annual Agenda items schedule

Ref	Information to be published electronically on a Website	Original due date	Code met as at Jan 2016? YES/NO	Action or support needed for implementation	Lead responsibility	Revised due date	Other Comments
A5	The Statement of Accounts should be accompanied by: a. A copy of the bank reconciliation for the year b. An explanation of any significant variances (i.e. more than 10% - 15% over or under the previous year) c. An explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable	1 July 2015		Ensure records kept are in an appropriate format throughout the year in order to provide this information at year end. Ensure PC members understand and agree the reasons to be given for variances at a meeting before the accounts are submitted for audit and sign off. Item c. should not usually be necessary/applicable	Finance Officer	1 July 2016	
A6	Publish Annual Governance Statement according to the format included in the Annual Return form	1 July 2015	NO	The form should be completed with formal agreement of all PC members at a meeting designated for the purpose	Finance Officer	1 July 2016	See attached for requirements of blank form
A7	The Annual Governance Statement should be signed by the Chairman and the Clerk	1 July 2015	NO	To be signed only after agreement reached by all PC members	Chairman	1 July 2016	Add to Annual Agenda items schedule
A8	Where the governance statement contains any negative responses, these should be explained fully, including how any weaknesses will be addressed	1 July 2015	NO	Ensure PC members understand and agree reasons to be given for negative responses and action to be taken to address them at a meeting designated for purpose	Chairman/All	1 July 2016	Add to Annual Agenda items schedule

Ref	Information to be published electronically on a Website	Original due date	Code met as at Jan 2016? YES/NO	Action or support needed for implementation	Lead responsibility	Revised due date	Other Comments
A9	Consider if any information could be withheld from publication under the Data Protection Act 1998 or Freedom of Information Act 2000	1 July 2015	NO	To be considered by all PC members	All	1 July 2016	Add to Annual Agenda items schedule
A10	Publish Annual Internal Audit Report according to the format included in the Annual Return form	1 July 2015	NO	Formally appoint Internal Auditor	Finance Officer	1 July 2016	
A11	The Internal Audit Report should be signed by the person who carried out the internal audit	1 July 2015	?		Finance Officer	1 July 2016	
A12	Where the Internal Audit Report contains any negative responses to the Internal Control objectives, these should be explained fully, including how any weaknesses will be addressed	1 July 2015	NO	Auditors to formally explain their reasons for their opinion of any negative responses. PC members to confirm how any weaknesses will be addressed	Internal Auditor All	1 July 2016	Add to Annual Agenda items schedule
A13	Consider if any information could be withheld from publication under the Data Protection Act 1998 or Freedom of Information Act 2000	1 July 2015	NO	To be considered by all PC members	All	1 July 2016	Add to Annual Agenda items schedule
A14	Where the response to any internal controls objectives is 'not covered', an explanation of the most recent internal audit work completed in this area and when it is planned should be provided. If coverage is not required, an explanation stating why should be provided	1 July 2015	NO	Auditors to formally explain their reasons for their opinion of any negative responses. PC members to confirm how any weaknesses will be addressed	Internal Auditor All	1 July 2016	Add to Annual Agenda items schedule

Ref	Information to be published electronically on a Website	Original due date	Code met as at Jan 2016? YES/NO	Action or support needed for implementation	Lead responsibility	Revised due date	Other Comments
A15	<p>Publish a list of councillor responsibilities. The list should contain the following information:</p> <ol style="list-style-type: none"> Names of all Councillors Committee membership and function (if Chairman or Vice Chairman) of each Councillor Representation on external local public bodies (if nominated to represent the Parish Council) of each Councillor 	1 July 2015	YES	All to agree if they wish to continue in existing roles	All	1 July 2016	Add to Annual Agenda items schedule
A16	Publish details of all public land and building assets. Where this information is included in the assets and liabilities register, this register may be published in its entirety or as an edited version displaying only public land and building assets	1 July 2015	NO	Recently made aware of ownership of War Memorial and surrounding land. Confirm formally that no asset register exists.	Chair and Vice Chair	1 July 2016	Add to Annual Agenda items schedule

Ref	Information to be published electronically on a Website	Original due date	Code met as at Jan 2016? YES/NO	Action or support needed for implementation	Lead responsibility	Revised due date	Other Comments
A17	For A16 the following information should be published: 1. Description (what it is including size/acreage) 2. Location (address or description of location) 3. Owner/Custodian (e.g. who manages the land or asset on behalf of a local charity) 4. Date of acquisition (if known) 5. Cost of acquisition (or proxy value) 6. Present use	1 July 2015	NO	Recently made aware of ownership of War Memorial and surrounding land. Wording and detail of content to be considered and agreed by all PC members	Chair and Vice Chair	1 July 2016	Add to Annual Agenda items schedule
Category B - Information to be published more frequently than annually							
B1	Publish draft minutes from all formal meetings	Not later than one month after meeting	NO	Clerk to ensure this is met	Clerk	13 th Feb 2016	
B2	These minutes should be signed	At the next meeting	YES	Clerk to ensure Chairman formally signs at next meeting	Clerk	13 th Jan 2016	
B3	Publish meeting agendas, which are as full and informative as possible, and associated meeting papers	Not later than 3 days before meeting	NO	Agendas to be developed to include detail necessary. Meeting papers to also be published in advance	Clerk	9 th Jan 2016	

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Category C - Other							
C1	Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents should remain available for inspection. The right to inspect can be exercised on giving reasonable notice	1 July 2015	NO	Ensure records kept are in an appropriate format throughout the year in order to provide this information at year end or on request	Finance Officer	1 Jul 2016	
C2	Published data should be as accurate as possible. Publication must not be held up to rectify mistakes, publication should be used to help address any imperfections and deficiencies	1 July 2015	NO	Agree this principle formally at a meeting	Chair, Vice Chair and Clerk	To be agreed	Add to a meeting agenda
C3	Data and information must be published on a website which is publicly accessible free of charge	1 July 2015	NO	Webmaster to be appointed. Confirm new SCA Website is appropriate for PC purposes for 2016	Vice Chair	To be agreed	Add to a meeting agenda
C4	Discuss if appropriate to make a claim for a grant via NALC funding to improve IT facilities and obtain funding for telephone line and broadband router to village hall	14 Jan 2016	NO	To be agreed at the meeting on 13 Jan 2016	Chair and Clerk	14 Feb 2016	Add to meeting agenda. <u>NOTE: 14 Feb 2016 is the last available date for a grant application</u>