

# Appleton Wiske Parish Council

## Transparency Code

The Local Government Transparency Code 2015 (the code) came into effect on 1 April 2015. The code is issued by the Secretary of State for Communities and Local Government in exercise of powers under section 2 of the Local Government, Planning and Land Act 1980, and replaces any previous codes issued in relation to authorities in England under those powers.

Whilst Appleton Wiske Parish Council does not meet the definition of a “local authority” covered by the requirements of the Transparency Code 2015 in terms of size, expenditure etc, it does consider it best practice to be open and transparent with the community. This document outlines the information we publish annually in accordance with the Code.

### **Financial Transparency**

#### **1. Expenditure Over £100**

The Council will publish, at least annually, details of individual items of expenditure exceeding £100, including:

- i. Purpose of expenditure
- ii. Amount
- iii. VAT (if not recoverable)

#### **2. End-of-Year Accounts**

- i. The Council will publish the signed statement of accounts, which includes:
- ii. Annual bank reconciliation
- iii. Explanation of significant variances (>10-15%) from the previous year
- iv. Reconciliation of balances carried forward and total cash/short-term investments

#### **3. Annual Governance Statement**

- i. A copy of the signed Annual Governance Statement will be published, including explanations for any significant variances.

#### **4. Internal Audit Report**

- i. The Internal Audit Report will be made publicly available, outlining any weaknesses identified.

### **Council Structure & Responsibilities**

#### **1. List of Councillors and Responsibilities**

The Council will publish the names of all serving councillors, including:

1. Their roles within the council (e.g., Chair, Vice-Chair)
2. Committee memberships
3. External bodies they represent on behalf of the Parish Council

#### **2. Public Land and Building Assets**

Details of publicly owned land and assets managed by the Council will be published, including:

- Description and location
- Ownership/custodianship details
- Date of acquisition (if known)
- Cost of acquisition or estimated value
- Current use

## Governance & Public Engagement

### 1. Publication of Meeting Documents


- **Draft minutes** of all meetings will be published within one month of the meeting.
- **Agendas and supporting documents** will be made available at least three clear days before each meeting.

### 2. Information Availability

All required information will be published on the Parish Council's website and available for inspection upon request.

Full details of the Local Government Transparency Code 2015 can be found here :

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/388541/Transparency\\_Code\\_for\\_Smaller\\_Authorities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf)

Adopted: September 2025	Signed: 
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