

# **Pulham St Mary Parish Council**

## **Transparency Policy**

The following will be published on the parish website;

### **Published under 'Records/Financial Accounts'.**

1. All items of expenditure for the proceeding financial year above £100, to include the date incurred, summary of purpose, amount and VAT that can-not be recovered.
2. End of year accounts for the proceeding financial year, to include an Accounting Statement accompanied by a Bank Reconciliation and an explanation of variances and any differences between 'balance carried forward' and 'total cash and short-term investments'.
3. An Annual Governance Statement
4. An Internal Audit Report

### **Published under 'Who Are We/Parish Councillors'.**

5. A list of Councillors and their responsibilities

### **In Addition**

6. An agenda and any supporting papers will be published under Records/Agendas with a least 3 clear days before a parish meeting.
7. Draft Minutes and any supporting reports will be published under Records/Minutes within a month of a Council or Committee meeting.
8. A list of Public Land and Buildings, to include description, location, owner/custodian, date and cost of acquisition and present use, will be published under Records/ information available under the Model Publication Scheme

**Adopted and first published 1<sup>st</sup> July 2015**

**Reviewed – February 2024 To be reviewed 3 yearly or before if required**