

Transparency Policy



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Salford Priors Parish Council has an obligation to the public to be open and transparent about the information held.

The Local Government Transparency code 2015 was introduced to increase democratic accountability and make it easier for local people to contribute to the local decision-making process. This document sets out the minimum data that local authorities should be publishing, the frequency it should be published and how it should be published.

All items of expenditure are published by Salford Priors Parish Council - Payment Listing Sheet available via our website. www.salfordpriors.gov.uk

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 during the specified inspection period set out under regulation 14 of the Accounts and Audit Regulations 2015, or under any equivalent regulations made under section 32 of the Local Audit and Accountability Act 2014. The right to inspect can be exercised on giving reasonable notice.

When the total income exceeds £200,000 the Code requires more transparency of significant contracts to be published.

End of year accounts

Salford Priors Parish Council **is required to** publish its statement of accounts according to the format included in the **AGAR – Annual Governance and Accountability Return**. Publication of the relevant page of the completed **AGAR constitutes compliance with this requirement**.

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. The statement of accounts should be accompanied by:

- a copy of the bank reconciliation for the relevant financial year,
- an explanation of any significant variances (e.g. more than 10-15 percent, in line with proper practices) in the statement of accounts for the relevant year and previous year, and
- an explanation of any differences between 'balances carried forward' and 'total cash and short-term investments', if applicable.

Annual Governance Statement

Salford Priors Parish Council must publish its annual governance statement according to the format included in the Annual Return form.

Internal audit report

Salford Priors Parish Council must publish its annual internal audit report according to the format included in the Annual Return form.

List of councillor or member responsibilities

Salford Priors Parish Council publishes a list of councillor responsibilities. The list includes the following information:

- names of all councillors of the authority,
- committee or working group membership and function (if Chairman or Vice Chairman) of each councillor, and

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- Representation on external local public bodies (if nominated to represent the authority or board) of each councillor or member.

Details of public land and building assets

Salford Priors Parish Council publishes details of all public land and building assets. Where this information is included in the authority's asset and liabilities register, this register may be published in its entirety or as an edited version displaying only public land and building assets.

When publishing the required data, Salford Priors Parish Council must publish the following information in relation to each land and building asset:

- description (what it is, including size/acreage if known),
- location (address or description of location),
- owner/custodian, e.g. the authority or board manages the land or asset on behalf of a local charity,
- date of acquisition (if known),
- cost of acquisition (or proxy value), and
- present use.

Information to be published more frequently than annually

Minutes, agendas and papers of formal meetings; Salford Priors Parish Council must publish the draft minutes from all formal meetings (i.e. full council, committee and sub-committee meetings) not later than one month after the meeting has taken place. These minutes should be signed at the next meeting.

Salford Priors Parish Council must also publish meeting agendas, not later than three clear days before the meeting to which they relate is taking place.