

TRANSPARENCY CODE COMPLIANCE CHECKLIST

LILFORD WIGSTHORPE THORPE ACHURCH PARISH COUNCIL

Not later than July 1st in the year immediately following the accounting year to which it relates, councils with a turnover not exceeding £25,000 should publish the following information:

Year ending	Item to be published	Date published
March 2025	All items of expenditure above £100 (where possible excluding VAT) which confirm the incurred, summary of the purpose of the expenditure, the amount and the VAT that cannot be recovered.	26.05.2025
March 2025	End of year accounts (see para 16 + 17 of the Code)	26.05.2025
March 2025	Annual governance statement (see para 18 + 19 of the Code)	26.05.2025
March 2025	Internal audit report (see para 120 – 122 of the Code)	26.05.2025
March 2025	List of Cllr/member responsibilities (see para 23 of the Code)	26.05.2025
March 2025	Details of public land and building assets (see para 24 – 27 of the Code)	N/A

Councils subject to the Code should also publish draft minutes of council, committee, or subcommittee meetings no later than one month after the meeting has taken place (para 20 of the Code).

They should publish the agenda and associated papers for council, committee, or subcommittee meetings no later than three clear days before the meeting to which they relate (para 30 of the Code)

The information specified in the Code must be published on a publicly accessible free of charge website.

The Code can be found at the link below:

[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)