

Botus Fleming Parish Council – Action Plan1

AIM 1: Compliance with the Law, requirements of the Transparency Code 2014, Governance and website publications

Objective	Action	Responsibility	Completion date
<p><u>PARISH COUNCIL ADMINISTRATION</u> To ensure that all administration¹ duties are run in a correct and timely fashion. All information to be open and transparent as per the Transparency Code 2014. Implementation of Accessibility Act Regulations September 2020</p>	<p>Agendas, Minutes, Council contact details available on the website and notice boards. Information to include schedule of Public and other Council Meetings. Agendas & Minutes published within deadlines</p>	<p>Parish Clerk and the Council</p>	<p>On-going continual review. Minutes to be published within one month of approval. Website and contact details updated when necessary. Relevant information to be published Annually and Quarterly¹</p>
<p><u>POLICIES</u> To ensure that Council policies are reviewed² on the relevant Policy date. To ensure that Standing Orders & Financial Regulations are reviewed annually. To update and write new policies in conjunction with the Parish Council</p>	<p>To ensure that the Council operates in accordance with current legislation and best practice</p>	<p>Parish Clerk and the Council</p>	<p>Policies to be reviewed on review dates. Chief policies to be reviewed at the (AMPC) May 2021²</p>
<p><u>FINANCE – ANNUAL RETURN & (AGAR)</u> The Annual return³ for 31st March to be prepared for the (APM) April and then sent to the Council's Auditors before Approval. Transparent information</p>	<p>Audit and Finance return to be posted to the website and notice boards. Audit information as per</p>	<p>Clerk & Responsible Financial Officer</p>	<p>End of year statement to be provided to Auditors and instructions carried out as per the Transparency Code. Compliance</p>

<p>required on all receipts & payments, budget, precept, vat, all items of expenditure, bank reconciliation and Audit documents</p> <p>Annual Governance Statement (AGAR) Reconciliation of financial information as listed above and Completion of relevant Certificate of Exemption</p> <p>Notice of Public Rights exercise⁴</p>	<p>smaller Councils requirements to be completed and presented by the RFO</p> <p>AGAR forms to be signed at the (APMC) May and Approved. Forms to be published on the website and notice boards as per (AGAR) instructions</p> <p>Conclusion of Audit process to be Approved at May meeting when the internal Auditor is approved for the following year. Notice to be published on the website and notice boards</p>	<p>Clerk & Responsible Financial Officer</p> <p>Clerk & Responsible Financial Officer</p>	<p>by May 2020</p> <p>Annual Governance & Accountability Return for the year end 31st March 2020. To be completed by 30th September 2020 returned to External Auditors</p> <p>Notice of Public Rights exercise published. 30 day period over the Summer using AGAR recommended publication dates. To be issued 15th June 2020 to 24th July 2020</p>
<p><u>GOVERNANCE</u> Clerk/RFO & Councillors to maintain good governance of the Council and to receive training and Induction training for new Councillors. Attendance at courses. Induction training by Clerk after Local Elections May 2021</p>	<p>Clerk & Councillors to be compliant with Legislation in order to manage the Parish Council affairs and display best practice</p>	<p>Clerk & Councillors</p>	<p>On-going training as required and available. Budget provision for training</p>

For adoption 9th December 2020
Review November 2021

Legislation referred to in the text:-

- ¹ Transparency Code 2014 (for smaller authorities) Local Government Planning & Land Act 1980
Section 2 (as amended) by Section 38 the Local Audit & Accountability Act 2014
(LGA) 1972 s.142 & (LGA) 1972 s.12 para. 41 (1) retain minutes
- ² (LGA) 1972 s.15
- ³ Local Audit & Accountability (LA&A) Act 2014 (mandatory from 1st April 2015) – powers
Previously Local Government Planning & Land Act 1980 section 2
(LA&A) Act 2014 Part 3 Section 7
Accounts & Audit Regulations 2015 (2015/234 part2) (Regulation 4(a)(i) & 4 (1) (a) & (b) & 4 (4)(a)(i)
(LA&A) Act 2014 Part 5 Schedule 25 & 26
Accounts & Audit Regulations 2003 (No.533) Articles 5 (records) & 9 (income & expenditure)
- ⁴ Accounts & Audit (England) Regulations 2011 Regulation 14 & Local Audit & Accountability Act 2014
Section 32. Inspection of Financial records.