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TRANSPARENCY CODE

Background

The Local Government Transparency Code 2015 (the Code) came into effect on 1 April 2015. The Code was 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. Full details of the Code can be found on the government's website ([Local government transparency code 2015 - GOV.UK \(www.gov.uk\)](http://www.gov.uk))

Although Landford Parish Council does not meet the definition of a "local authority" covered by the requirements of the Code as a "parish council which has gross annual income or expenditure exceeding £200,000", it has been recommended by the Council's Internal Auditor (November 2023) that it is best practice to follow the Code and to produce the transparency information in an accessible format.

Requirements of the Code – Quarterly Publications

Although the Code states that transactions exceeding £500 should be published quarterly, Landford Parish Council will publish this information annually due to the limited number of transactions made which meet this criterion.

- Expenditure exceeding £500

It has no information to publish in relation to the following:

- Government Procurement Card transactions – it does not hold any procurement cards
- Procurement information – it has not issued any invitations to tender for contracts to provide goods or services with a value that exceeds £5,000.

Requirements of the Code – Annual Publications

Landford Parish Council publishes the following information annually in compliance with the Code:

- Local authority land
- Grants to voluntary, community and social enterprise organisations
- Constitution

It has no information to publish in relation to the following:

- Social housing assets – it does not hold any social housing stock
- Organisation chart – it employs only one employee
- Trade union facility time – its employee is not a union representative
- Parking account – it does not have a parking account
- Parking spaces – it does not have any controlled on or off street parking spaces
- Senior salaries – its employee does not receive remuneration of at least £50,000
- Pay multiple – it employs only one employee
- Fraud – its employee does not undertake fraud investigation work

Landford Parish Council will publish its Transparency Code information following the end of each financial year, a maximum of one month after the year to which it relates.

Expenditure Exceeding £500

The Code holds that it is recommended practice for parish and town councils to publish information relating to individual items of expenditure exceeding £500.

Local Authority Land

The Code requires that local authorities publish details of all land and building assets including:

- All service and office properties occupied or controlled by user bodies, both freehold and leasehold
- Any properties occupied or run under Private Finance Initiative contracts
- Garages unless rented as part of a housing tenancy agreement
- Surplus, sublet or vacant properties
- Undeveloped land
- Serviced or temporary offices where contractual or actual occupation exceeds three months
- All future commitments, for example under an agreement to lease, from when the contractual commitment is made

For each land or building asset, the following information must be published together in one place:

- Unique Property Reference Number
- Unique asset identity
- Name of the building/land or both
- Street number(s), postal town and post code
- Map reference – either Ordnance Survey or ISO 6709
- Whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below:

Grants to Voluntary, Community and Social Enterprise Organisations

The code requires that local authorities publish details of all grants to voluntary, community and social enterprise organisations. For each identified grant, the following information must be published as a minimum:

- Date the grant was awarded
- Time period for which the grant has been given
- Beneficiary
- Beneficiary's registration number
- Summary of the purpose of the grant
- Amount

Constitution

Local authorities are already required to make their constitution documents available for inspection under Section 9P of the Local Government Act 2000. Local authorities must also, under the Code, publish their constitution on their website.

Landford Parish Council's constitution is made up of the Standing Orders, Financial Regulations and Code of Conduct, which can be found on the Council's website using the following links.

Standing Orders – [7b8488_752ec010061d46fb9d65f5de6f9f2dbd.pdf](https://landfordparishcouncil.org.uk/7b8488_752ec010061d46fb9d65f5de6f9f2dbd.pdf) (landfordparishcouncil.org.uk)

Financial Regulations – [7b8488_52118cde912845f1899feed1b10af21a.pdf](https://landfordparishcouncil.org.uk/7b8488_52118cde912845f1899feed1b10af21a.pdf) (landfordparishcouncil.org.uk)

Code of Conduct - [34d290_52912827a54841f0af494e4781fd1f0b.pdf](https://landfordparishcouncil.org.uk/34d290_52912827a54841f0af494e4781fd1f0b.pdf) (landfordparishcouncil.org.uk)

FINANCIAL YEAR 2023/24

Expenditure Exceeding £500

QUARTER	SUPPLIER NAME	INVOICE DATE	SUPPLIER INVOICE REF	INVOICE VALUE £
Apr - Jun	AJGIBL	18.05.23	523885748	5,121.49
	M Camilleri	03.04.23	03042023LPC	650.00
	M Camilleri	02.05.23	02052023LPC	2,122.78
	M Camilleri	01.06.23	01062023LPC	822.78
Jul - Sep	M Camilleri	03.07.23	03072023LPC	500.00
	M Camilleri	31.07.23	31072023LPC	955.21
	Wiltshire Association Local Councils	01.04.23	SUB 23/24-137	682.93
	PWLB	30.08.23	n/a	642.59
Oct - Dec	JB Electrical Contractors	22.11.23	INV-0001	685.00
Jan - Mar	Buzz Action Foundation	28.11.23	000037	3,000.00
	London Hearts	15.01.24	00280	900.00
	Atlas Tree Care	07.03.24	1500/JC	780.00
	PWLB	27.03.24	n/a	642.59

Local Authority Land

Title of Land / Building	Land Registry UPRN	Street / Road	Post Code	Freehold
LAND				
Landford Recreation Ground	WT269937	Lyndhurst Road, Landford	SP5 2AH	FH
Maybush Copse	WT264519	Lyndhurst Road, Landford	SP5 2AH	FH
Nomansland Recreation Ground	WT413592	School Road, Nomansland	SP5 2BY	FH
BUILDINGS				
Iron Shed	-	Lyndhurst Road, Landford	SP5 2AH	FH
Sports Pavilion	-	Lyndhurst Road, Landford	SP5 2AH	FH
Public Conveniences	-	Lyndhurst Road, Landford	SP5 2AH	FH
Reading Room	-	North Lane, Nomansland	SP5 2BU	FH
Clubhouse	-	School Road, Nomansland	SP5 2BY	FH
War Memorial	-	Forest Road, Bramshaw	SP5 2BW	FH

Grants to Voluntary, Community and Social Enterprise Organisations

Landford Parish Council has issued one grant as follows:

- Date the grant was awarded – 16.01.24
- Time period for which the grant has been given – April 2023 to March 2024
- Beneficiary – Buzz Action Foundation
- Beneficiary's registration number - 1171937
- Summary of the purpose of the grant – Youth Club 2023/24
- Amount - £3,000