

Hurstbourne Tarrant Parish Council

Transparency code publications for 2014/15

Section 1	Transparency Code for Smaller Authorities	Page 2
Section 2	Proposed timeline for smaller authorities' publication of information	Page 3

Information which should be published annually by 1st July

Section 3	All items of expenditure above £100	Page 4
Section 4	End of year accounts	Page 8
Section 5	Annual governance statement	Page 13
Section 6	Internal audit report	Page 14
Section 7	List of councillor or member responsibilities	Page 15
Section 8	Location of public land and building assets	Page 16

Information which should be published from April 2015

Section 9	Publication of draft minutes from all formal meetings, not later than one month after each meeting
Section 10	Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.

Hurstbourne Tarrant Parish Council

Section 1 Transparency Code for Smaller Authorities

Parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 should publish:

Information title	Information which should be published
All items of expenditure above £100	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish details of each individual item of expenditure.</p> <p>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.</p> <p>For each individual item of expenditure the following information must be published:</p> <ol style="list-style-type: none"> date the expenditure was incurred, summary of the purpose of the expenditure, amount, and Value Added Tax that cannot be recovered.
End of year accounts	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by:</p> <ol style="list-style-type: none"> 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 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	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish signed annual governance statement according to the format included in the Annual Return form.</p> <p>Explain any negative responses to governance statements, including how any weaknesses will be addressed.</p>
Internal audit report	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish signed internal audit report according to the format included in the Annual Return form.</p> <p>Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal controls objectives.</p>
List of councillor or member responsibilities	<p>Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates, including:</p> <ol style="list-style-type: none"> names of all councillors or members, committee or board membership and function (if Chairman or Vice-Chairman), and representation on external local public bodies (if nominated to represent the authority or board).

Hurstbourne Tarrant Parish Council

Location of public land and building assets	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version.</p> <p>Internal drainage boards to only publish details of registered land and buildings that have a market value and appear in Fixed Assets Register.</p> <p>The following information must be published:</p> <ul style="list-style-type: none"> a) description (what it is, including size/acreage), b) location (address or description of location), c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity, d) date of acquisition (if known), e) cost of acquisition (or proxy value), and f) present use.
Minutes, agendas and papers of formal meetings	<p>Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.</p> <p>Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.</p>

Note: The data and information specified in this Code is published on Hurstbourne Tarrant's village website www.hbt.org.uk which is publicly accessible free of charge.

Section 2 Proposed timeline for smaller authorities' publication of information

December 2014	Transparency Code for Smaller Authorities issued as recommended practice
By end March 2015	Subject to Parliamentary approval Regulations to come into force to require compliance with Transparency Code for Smaller Authorities
Spring 2015	Proposed new burdens funding for smaller authorities to assist compliance with the Code
July 2015	Publication by smaller authorities of first annual set of data completed
April 2015	Publication of draft minutes from all formal meetings, not later than one month after each meeting, and of meeting agendas and associated meeting papers not later than three clear days before the meeting takes place
July 2016	Publication of second annual set of data completed

Hurstbourne Tarrant Parish Council

Section 3 All items of expenditure for 2014.15

Quarter one

Date	Cheque No.	To Whom Paid	Particulars of Payment	KG V Field	KG V Pavillion	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	VAT not recovered	Line Total
28/Apr/14	1028	D R Baker	Salary Apr								131.78			131.78
28/Apr/14	1029	HMRC	PAYE								87.20			87.20
28/Apr/14	1030	HALC/NALC	Membership fees								261.00			261.00
28/Apr/14	1031	Tangley PC	SLR charges							395.00				395.00
28/Apr/14	1032	Murdoch Farms Ltd	Maintenance APR	40.00	50.00		20.00					22.00		132.00
28/Apr/14	1033	Southern Water	Allotments Oct Mar					13.18						13.18
28/Apr/14	1034	Southern Electric	Pavilion Jan Mar		382.20							76.44		458.64
28/Apr/14	1035	D Sullivan	Pavilion Roof		126.79									126.79
28/Apr/14	1036	HPFA	Annual subscription	40.00										40.00
28/Apr/14	1037	St Peter's Churchyard	Maintenance Donation								500.00			500.00
28/Apr/14	1038	Southern Water	Pavilion Dec-Apr		52.92									52.92
30/Apr/14	1039	D & D Plant hire	Pavilion car park		100.00							20.00		120.00
19/May/14	1040	D R Baker	Salary May								131.38			131.38
19/May/14	1041	HMRC	PAYE								87.60			87.60
19/May/14	1042	D R Baker	Scats voucher								25.00			25.00
19/May/14	1043	Murdoch Farms Ltd	Maintenance May	25.00	50.00		40.00					23.00		138.00
16/Jun/14	1044	D R Baker	Salary June								131.38			131.38
16/Jun/14	1045	HMRC	PAYE								87.60			87.60
16/Jun/14	1046	Murdoch Farms Ltd	Maintenance June	20.00	50.00		40.00		5.00	50.00		33.00		198.00
16/Jun/14	1047	HALC	Training								30.00	6.00		36.00

Hurstbourne Tarrant Parish Council

Section 3 All items of expenditure for 2014.15

Quarter two

Date	Cheque No.	To Whom Paid	Particulars of Payment	KG V Field	KG V Pavillion	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	VAT not recovered	Line Total
21/Jul/14	1048	D R Baker	Salary July								131.38			131.38
21/Jul/14	1049	HMRC	PAYE								87.60			87.60
21/Jul/14	1050	BDO	External audit fee								100.00	20.00		120.00
21/Jul/14	1051	Southern Water	Pavilion Apr - Jul		93.85									93.85
21/Jul/14	1052	ROSPA	inspection fee	130.00								26.00		156.00
21/Jul/14	1053	Southern Electric	Pavilion Apr - Jul		40.11							2.00		42.11
21/Jul/14	1054	Murdoch Farms Ltd	Maintenance July	30.00	50.00		40.00					24.00		144.00
23/Jul/14	1055	St Mary Bourne PC	Hire of SID 1 session							20.00				20.00
8/Aug/14	1056	Merryhill Asbestos Testing & Consulting Ltd	Survey fee		225.00							45.00		270.00
15/Sep/14	1057	D R Baker	Salary Aug								131.38			131.38
15/Sep/14	1058	HMRC	PAYE								87.60			87.60
15/Sep/14	1059	D R Baker	Salary Sept								131.38			131.38
15/Sep/14	1060	HMRC	PAYE								87.60			87.60
15/Sep/14	1061	Came & Co	Insurance premium								925.46			925.46
15/Sep/14	1062	Red Box Ltd	fire extinguisher		85.60							17.12		102.72
15/Sep/14	1063	Murdoch Farms Ltd	Maintenance Aug/Sep	20.00	100.00		60.00		9.00			37.80		226.80
15/Sep/14	1064	Max Legg / Gerry's Timber Ltd	Play equipment repairs	399.45								8.01		407.46
15/Sep/14	1065	Max Legg / ATF Supplies	Fence repairs	97.78								5.56		103.34
15/Sep/14	1066	St Mary Bourne PC	Hire of SID 3 sessions							60.00				60.00

Hurstbourne Tarrant Parish Council

Section 3 All items of expenditure for 2014.15

Quarter three

Date	Cheque No.	To Whom Paid	Particulars of Payment	KG V Field	KG V Pavillion	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	VAT not recovered	Line Total
8/Oct/14	1069	Information Commissioner's Office	Data Protection fee								35.00			35.00
20/Oct/14	1067	D R Baker	Salary Sept								131.38			131.38
20/Oct/14	1068	HMRC	PAYE								87.60			87.60
20/Oct/14	1070	St Mary Bourne PC	Hire of SID 10 sessions							200.00				200.00
20/Oct/14	1071	Murdoch Farms Ltd	Maintenance Oct	60.00	30.00		40.00					26.00		156.00
20/Oct/14	1072	HTCC	Donation								23,825.00			23,825.00
20/Oct/14	1073	Erwin Phillips	Tree felling							950.00				950.00
20/Oct/14	1074	HbT RBL	Hire of room								20.00			20.00
20/Oct/14	1075	HALC	Course fee								30.00	6.00		36.00
20/Oct/14	1076	Wessex Drainage Solutions	Drain maintenance		95.00							19.00		114.00
20/Oct/14	1077	Southern Electric	Pavilion July-Oct		28.65							1.42		30.07
22/Oct/14	1079	Southern Water	Pavilion Apr-Oct		170.70									170.70
22/Oct/14	1080	Southern Water	Allotments Apr-Oct					95.06						95.06
17/Nov/14	1081	D R Baker	Salary Nov								131.38			131.38
17/Nov/14	1082	HMRC	PAYE								87.60			87.60
17/Nov/14	1083	R & I Mew	Drain grid							67.50				67.50
17/Nov/14	1086	Murdoch Farms Ltd	Maintenance Nov						195.00			39.00		234.00
17/Nov/14	1085	HbT RBL	Hire of room								20.00			20.00
15/Dec/14	1087	D R Baker	Salary Dec								131.38			131.38
15/Dec/14	1088	HMRC	PAYE								87.60			87.60
15/Dec/14	1089	D R Baker	Consumables								467.95			467.95
15/Dec/14	1090	HbT RBL	Hire of room								20.00			20.00
15/Dec/14	1091	HALC	Course fee								30.00	6.00		36.00
15/Dec/14	1092	R Scull	Pollard trees					40.00						40.00

Hurstbourne Tarrant Parish Council

Section 3 All items of expenditure for 2014.15

Quarter four

Date	Cheque No.	To Whom Paid	Particulars of Payment	KG V Field	KG V Pavillion	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	VAT not recovered	Line Total
19/Jan/15	1093	D R Baker	Salary Dec								131.38			131.38
19/Jan/15	1094	HMRC	PAYE								87.60			87.60
19/Jan/15	1095	HbT RBL	Hire of room								20.00			20.00
19/Jan/15	1096	HTCC	S106 grant								13,837.29			13,837.29
19/Jan/15	1097	Fields inTrust	Membership fee	50.00										50.00
16/Feb/15	1098	D R Baker	Salary Dec								131.38			131.38
16/Feb/15	1099	HMRC	PAYE								87.60			87.60
16/Feb/15	1100	HbT RBL	Hire of room								20.00			20.00
16/Feb/15	1101	D Sullivan	Fuel costs								45.00	2.25		47.25
16/Mar/15	1102	D R Baker	Salary Dec								131.38			131.38
16/Mar/15	1103	HMRC	PAYE								87.60			87.60
16/Mar/15	1104	HbT RBL	Hire of room								20.00			20.00
16/Mar/15	1105	HALC	Training course								60.00	12.00		72.00
16/Mar/15	1106	Murdoch Farms Ltd	Maintenance Dec/Mar	100.00								20.00		120.00
16/Mar/15	1107	SLCC	Membership fee								77.00			77.00
16/Mar/15	1108	D R Baker	Consumables								212.03			212.03
16/Mar/15	1109	TVBC	Grounds maintenance	518.07								103.61		621.68
30/Mar/15	1110	HbT RBL	Hire of room								20.00			20.00
30/Mar/15	1111	Tangley PC	Share of SLR hire costs							407.50				407.50
30/Mar/15	1112	TVBC	Dog bin service 2014.15	195.12								39.02		234.14
30/Mar/15	1113	St Peter's Churchyard	Maintenance Donation								500.00			500.00

Section 4

End of year accounts

Section 4

4a Bank Reconciliation

Prepared by: David Baker (Clerk /RFO)

Approved by: David Sullivan
(Chairman of the Parish Council)

Year ending 31 Mar 2015

Balance Treasurers Account (00730337) per Bank Statement

Balance Instant Access (07150069) per Bank Statement

Balance 30 Day Notice (07210851) per Bank Statement

Outstanding Cheques as at 31 Mar

Outstanding Credits as at 31 Mar

Net bank balances 31 Mar

Opening Balance

Less debtors

Add creditors

Add: Receipts in the year to 31 Mar

Less: Payments in the year to 31 Mar

Closing Balance per cash book as at 31 Mar

Date:	31 March 2014		31 March 2015
Date:	31 March 2014		31 March 2015
	2013/14		2014/15
	1,000.00		1,011.00
	11,885.16		17,322.45
	7,697.43		7,701.31
	-648.00		-2,503.33
	0.00		0.00
	19,934.59		23,531.43
Total cash	19,934.59		23,531.43
	17,691.01		19,934.59
	0.00		0.00
	0.00		0.00
	13,070.92		54,168.04
	-10,827.34		-50,572.20
	19,934.59		23,531.43
Total Cash 31 Mar	19,934.59		23,531.43

Section 4

End of year accounts

4b Variance notes on the Annual Return for Financial Year 2014/15

Box 3	Total other receipts	£s 2013/14	£s 2014/15	£s difference	% Variance	Comment
	Playing fields	310	50	-260	-83.8%	no football matches played – pavilion closed
	Pavilion	350	165	-185	-52.8%	Pavilion demolished on 01/10/14
	Tennis Court	7	0	-7	-100%	no income from tennis court hire
	Allotments	194	190	-4	-2.1%	Small change in plot rental
	Interest/dividend	834	15	-819	-98%	no unit trust dividend in 2014 – units sold
	Wayleaves	105	112	6	5.7%	Small change
	Grants/Donations received	761	21,879	21,117	2775%	S106 grants £21,191 Bellwin grant £688
	VAT refund from 2013/14	760	634	-126	-16.6%	Lower VAT refund received
	Sale of Unit Trust shares	n/a	21,374	21374	n/a	Sale of unit trust shares in July 2014

		Section 4	End of year accounts			
	Total	3321	44,419	41,097	Difference of £41,097 in receipts was made up of the above items	
Box 4	Staff costs					
	Staff costs	-2,386	-2,628	242	10.1%	Increase in salary costs in 2014/15
Box 6	Total other costs	£s 2013/14	£s 2014/15	£s difference	% Variance	Comment
	Playing fields	1,009	1,726	717	71.1%	Higher maintenance costs on play equipment in 2014/15
	Pavilion	2,049	1,731	-318	-15.5%	Lower maintenance costs in 2014/15 & pavilion demolished in Oct 2014
	Tennis Court	174	0	-174	n/a	No costs incurred in 2014/5
	Dene Green	225	240	15	6.7%	Inflation and one additional grass cut in 2014/15
	Allotments	193	148	-45	-23.3%	Lower water utility costs in 2014/15
	Repairs & maintenance	1,126	209	-917	-81.4%	Lower maintenance spend in 2014/15
	Projects	625	2150	1525	244%	Higher project spend in 2014/5 includes pavilion demolition cost
	General administration	1,826	2,439	613	33.6%	Higher printing, paper costs & room hire charges
	VAT paid	634	640	6	0.9%	Small change
	Grants paid	580	1,000	420	72.4%	2 X annual £500 grants fallen in same 12 month period
	Donations to community hall	n/a	37,662	37,662	n/a	Community hall build project

	Section 4	End of year accounts			
Total	8,441	47,945	39,504	568%	Difference £39,504 in costs made up of the above items

Box 9	Total fixed assets	£s 2013/14	£s 2014/15	£s difference	% Variance	Comment
	Total Fixed Assets	98,006	78,006	-20,000	-20.4%	Fixed assets reduced to £78,006
	Includes long term investment (unit trust share-holding)					unit trust holding valued at original purchase cost of £20,000 sold in July 2014 and deleted from asset listing

Section 1 – Accounting statements 2014/15 for

Enter name of
reporting body here:

HURSTBOURNE TARRANT PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	11,691	19,935	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	9,750	9,750	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	3,321	44,419	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	- 2,386	- 2,628	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	- 8,441	- 47,945	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	19,935	23,531	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	19,935	23,531	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	98,006	78,006	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
		✓	

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

22 Baker SIGNATURE REQUIRED

Date *18/05/2015*

I confirm that these accounting statements were approved by the council on this date:

18/05/2015

and recorded as minute reference:

19.2. REFERENCE

Signed by Chair of the meeting approving these accounting statements.

A Kullwan SIGNATURE REQUIRED

Date *18/05/15*

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

HURSTBOURNE TARRANT PARISH

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	Yes		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no	NA
			✓

This annual governance statement is approved by the council and recorded as minute reference

19.2 REFERENCE

dated 18/05/2015

Signed by:

Chair *M. Newman* REQUIRED

dated 18/05/15

Signed by:

Clerk *D. R. Butler* REQUIRED

dated 18/05/2015

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report 2014/15 to

HURSTBOURNE TARRANT PARISH

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit T KING ACA

Signature of person who carried out the internal audit



Date 22/4/2015

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Section 7 List of councillor or member responsibilities for the municipal year 2014/15

Note: The parish council does not operate any system of committees, given its small size, all business is transacted by the full parish council.

Each councillor has a portfolio of responsibilities which are assigned at the annual parish council meeting each May.

Hurstbourne Tarrant Parish Council Members

David Sullivan <i>Chairman</i>	Allotments and Environment	01264 736 514
Jamie Williams Vice chairman	Planning, Upton and Pill Heath	07977 077 875
Dinah Murdoch	King George V Playing field & Pavilion	01264 736 251
Alan Highton	Highways & Public Transport	01264 736 373
Clayton Danks	SLR, Local Business & Website	01264 736 697
Nicholas Melhuish	A343 Project safety improvements	01264 736 443
David Sullivan & Jamie Williams	Flood action project management	
David Baker	Clerk	01264 736 436

Representation on external local public bodies:

Councillors David Sullivan and Dinah Murdoch are trustees on the Hurstbourne Tarrant Community Centre CIO

All councillors are trustees on the Hurstbourne Tarrant King George V playing Fields Trust

Hurstbourne Tarrant Parish Council

Section 8 Location of public land and building assets

Fixed Assets Register

Description	Size/Acreage	Location	Owner/Custodian	Date of acquisition	Cost of acquisition	Present use
King George V Playing Fields	1.45 hectares	Off Church St Hurstbourne Tarrant SP11 0AX	Parish Council manages the land on behalf of a local trust	Not known	Not known	Playing Fields Football pitch Play areas Tennis court
Parish car park and access road	0.10 hectares	Off Church St Hurstbourne Tarrant SP11 0AX	Parish Council	Not known	Not known	Free public car park
Dines Close Play area	90.8 sqm	Entrance to Dines Close Hurstbourne Tarrant SP11 0BE	Parish Council	Not known	Not known	Play area
Dean Rise Play area	5752 sqm	Off Dean Rise Hurstbourne Tarrant SP11 0DA	Parish Council	Not known	Not known	Play area
Dene Green Informal play area	7755 sqm	Adjacent to Bourne Valley Motors Dene Green Hurstbourne Tarrant SP11 0AS	Parish Council	Not known	Not known	Open space
Allotments	Not known	Ibthorpe SP11 0BJ	Parish Council	Not known	Not known	Allotments

Note: The Parish Council does not own any public buildings