

Hurstbourne Tarrant Parish Council

Transparency code publications for 2016/17

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Information which should be published annually by 1st July

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Information which should be published through each year 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
July 2017	Publication of third annual set of data completed

Section 4 End of year accounts

End of year accounts

Section 3 **All items** of expenditure for 2016.17

Quarter one

[illegible]

Section 4 End of year accounts

Section 3 All items of expenditure for 2016.17

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
18/Jul/16	1205	HMRC	PAYE								87.60		87.60	18/Jul/16
18/Jul/16	1206	Gr8 Gardens & Lawns	New posts and gate					150.00					150.00	18/Jul/16
18/Jul/16	1207	Kitson Recycling Ltd	Allotment gate					133.63				26.72	160.35	18/Jul/16
18/Jul/16	1208	Mark Thomas	Mirror							34.99			34.99	18/Jul/16
19/Sep/16	1209	D R Baker	Salary Aug								131.38		131.38	19/Sep/16
19/Sep/16	1210	HMRC	PAYE								87.60		87.60	19/Sep/16
19/Sep/16	1211	D R Baker	Salary Sept								131.38		131.38	19/Sep/16
19/Sep/16	1212	HMRC	PAYE								87.60		87.60	19/Sep/16
19/Aug/16	1213	TVBC	Grounds maintenance Apr-Jun	290.14								58.03	348.17	19/Aug/16
3/Aug/16	1214	BDO	Annual audit fee								100.00	20.00	120.00	3/Aug/16
2/Sep/16	1215	ROSPA	Playarea safety inspection	133.00								26.60	159.60	2/Sep/16
9/Sep/16	1216	Andover Garden Machinery G Edwards	Commercial strimmer				254.40					50.89	305.29	9/Sep/16
20/Sep/16	1217	Came & Company	Insurance premium								702.01		702.01	20/Sep/16

Section 4 End of year accounts

Section 3 **All items** of expenditure for 2016.17

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
17/Oct/16	1219	HMRC	PAYE								87.60		87.60	17/Oct/16
17/Oct/16	1220	HALC	Course Fee								75.00	15.00	90.00	17/Oct/16
17/Oct/16	1221	Information Commissioner	Data Registration fee								35.00		35.00	17/Oct/16
18/Oct/16	1222	D R Baker - consumables	Consumables								351.01	53.45	404.46	18/Oct/16
21/Nov/16	1223	D R Baker	Salary Nov								131.38		131.38	21/Nov/16
21/Nov/16	1224	HMRC	PAYE								87.60		87.60	21/Nov/16
21/Nov/16	1225	Victim Support	Grant								100.00		100.00	21/Nov/16
21/Nov/16	1226	Gary Edwards	Bulbs for Dene Green							66.47			66.47	21/Nov/16
21/Nov/16	1227	Ian Kitson	KGV Bridge repairs						106.75			21.35	128.10	21/Nov/16
21/Nov/16	1228	Gardenatics	Survey fee							60.00		12.00	72.00	21/Nov/16
21/Nov/16	1229	Southern Water	Allotments water bill					81.67					81.67	21/Nov/16
21/Nov/16	1230	TVBC	Grounds Maintenance Jul-Sept	236.22								47.24	283.46	21/Nov/16
19/Dec/16	1231	D R Baker	Salary Dec								131.38		131.38	19/Dec/16
19/Dec/16	1232	HMRC	PAYE								87.60		87.60	19/Dec/16
19/Dec/16	1233	HALC	Finance course								75.00	15.00	90.00	19/Dec/16

Section 4 End of year accounts

Section 3 All items of expenditure for 2016.17

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
16/Jan/16	1234	D R Baker	Salary Jan								131.38		131.38	16/Jan/16
16/Jan/16	1235	HMRC	PAYE								87.60		87.60	16/Jan/16
16/Jan/16	1236	HALC	Course Fee								15.00	3.00	18.00	16/Jan/16
16/Jan/16	1237	Fields in Trust	Membership fee								50.00		50.00	16/Jan/16
16/Jan/16	1238	HTCC Riparian meeting	room booking fee								20.00		20.00	16/Jan/16
20/Feb/17	1239	D R Baker	Salary Feb								131.38		131.38	20/Feb/17
20/Feb/17	1240	HMRC	PAYE								87.60		87.60	20/Feb/17
20/Feb/17	1241	D R Baker - Waltet Materials	Planings 25 ton load						160.00			32.00	192.00	20/Feb/17
20/Feb/17	1242	Copper Beech	Part payment 1 of 3							6,666.67		1,333.33	8,000.00	20/Feb/17
20/Feb/17	1243	Copper Beech	Part payment 2 of 3							6,666.67		1,333.33	8,000.00	20/Feb/17
20/Feb/17	1244	Copper Beech	Part payment 3 of 3							6,666.66		1,333.34	8,000.00	20/Feb/17
20/Feb/17	1245	TVBC	Grounds Maintenance Oct - Dec	118.11								23.62	141.73	20/Feb/17
20/Feb/17	1246	HTCC HbT Swifts 3 meetings	room booking fee								90.00		90.00	20/Feb/17
20/Feb/17	1247	D R Baker	print cartridges								95.50	19.10	114.60	20/Feb/17
20/Mar/17	1248	D R Baker	Salary Mar								131.38		131.38	20/Mar/17
20/Mar/17	1249	HMRC	PAYE								87.60		87.60	20/Mar/17
20/Mar/17	1250	Southern Water	Allotments Oct - Mar					56.00					56.00	20/Mar/17
20/Mar/17	1251	HALC	Course Fee								40.00	8.00	48.00	20/Mar/17

Section 4 End of year accounts

20/Mar/17	1252	Tangley PC	Mobile SLR charge							431.50			431.50	20/Mar/17
20/Mar/17	1253	HTCC	Room bookings 2017.18								360.00		360.00	20/Mar/17
20/Mar/17	1254	D R Baker - consumables	Consumables								49.13	7.57	56.70	20/Mar/17
Full Year				975.83			254.40	421.30	266.75	23,427.96	5,330.41	5,076.24	35,752.89	Full Year

Section 4a

Table 1

Hurstbourne Tarrant Parish Council

Bank Reconciliation

Prepared by: David Baker (Clerk /RFO)

Approved by: David Sullivan

(Chairman of the Parish Council)

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 2016	31 March 2017
Date:	31 March 2016	31 March 2017
	2015/16	2016/17
	1,000.00	1,000.00
	13,218.73	12,999.57
	7,705.21	7,709.10
	-92.47	-16,408.00
	0.00	0.00
	21,831.47	5,300.67
Total cash	21,831.47	5,300.67
	23,531.43	21,831.47
	16,357.33	19,222.09
	-18,057.29	-35,752.89
	21,831.47	5,300.67
Total Cash at 31 Dec	21,831.47	5,300.67

Outstanding Debits

1243 £8,000.00

1244 £8,000.00

1251 £48.00

1253 £360.00

total £16,408.00

Hurstbourne Tarrant Parish Council – Table 1			
Statement of Accounts for Year Ending 31 March 2017			
Box		2015/16 £s	2016/17 £s
1	Balances Brought Forward	23,531	21,831
2	(+) Annual Precept	14,850	14,850
3	(+) Total other receipts	1,507	4,372
4	(-) Staff Costs	-2,628	-2,628
5	(-) Loan interest capital repayments	0	0
6	(-) Total other payments	15,429	-33,125
7	(=) Balances carried forward	21,831	5,301
8	Total Cash	21,831	5,301
9	Total Fixed Assets	78,006	78,006
10	Total Borrowings	0	0

Section 4

End of year accounts

Section 4b

Variance notes on the Annual Return for Financial Year 2016/17

Box 3	Total other receipts	£s 2015/16	£s 2016/17	£s difference	% Variance	Comment
	1. Playing fields	50	50	0	0	No change
	2. Tennis Court	0	0	0	0	No income from tennis court hire
	3. Allotments	190	190	0	0	No change in plot rental in 16/17
	4. Bank interest	12	14	2	17%	Higher interest earned on larger reserves
	5. Wayleaves	115	116	1	1%	Very small increase in wayleave payments
	6. Grants/Donations received	500	1961	1461	292%	Transparency grant awarded in 2016/17
	7. VAT refund	640	2041	1401	219%	Larger VAT refund arising from higher project spend in 2015/16
	Totals	1507	4372	2865	190%	
Box 4	Staff costs	£s 2015/16	£s 2016/17	£s difference	% Variance	Comment
	Staff costs	-2,628	-2,628	0	0	No change in 16/17
	Total other costs	£s 2015/16	£s 2016/17	£s difference	% Variance	Comment

Section 4b End of year accounts

Box 6

1. Playing fields	3,602	976	-2626	-73%	No project improvements in 16/17
2. Tennis Court	0	0	0	0	No costs incurred in 2016/7
3. Dene Green	350	190	-160	-46%	Fewer grass cuts in 2016/17
4. Allotments	64	421	357	558%	New entrance gate and posts installed in 2016/17
5. Repairs & maintenance	35	267	232	663%	Higher maintenance spend in 2016/17 on KGV bridge and access road potholes repairs
6. Projects	6,049	23428	17379	287%	Major project to replace £20,000 of play equipment on KGV costs taken in 2016/17
7. General administration	3,288	2702	-586	-18%	Reduced printing costs in 2016/17
8. VAT paid	2,041	5076	3035	149%	Higher Vat resulting from higher project spend under item 2016/17.
9. Grants paid	500	0	-500	100%	No grants awarded in 2016/17
Total	15,929	33,060	17131	108%	Difference £17131 in costs is made up of a large project and a number of modest changes in savings and expenses

Box 9 Total fixed assets

	£s 2015/16	£s 2016/17	£s difference	% Variance	Comment
Total Fixed Assets	78,006	98,006	20,000	26%	New play equipment purchase at a cost of £20,000 Note Assets are valued at cost

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

HURST BOURNE TARRANT PARISH COUNCIL

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 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Y		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Y		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 this smaller authority to conduct its business or on its finances.	Y		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.	Y		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Y		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 accounting records and control systems.	Y		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 this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Y		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 this smaller authority and, where appropriate have included them in the accounting statements.	Y		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

Minute reference: 175-2
dated 18/04/16

Signed by:

Chair

dated

Signed by:

Clerk

dated

P. Sullivan
18/04/16

J. R. Bole
18/04/16

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

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

HURSTBOURNE TARRANT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	19,935	23,531	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. (+) Precept or Rates and Levies	9,750	14,850	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	44,419	1,507	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-2,628	-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 smaller authority's borrowings (if any).
6. (-) All other payments	-47,945	-15,429	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	23,531	21,831	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	23,531	21,831	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 long term investments and assets	78,006	78,006	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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. (For Local Councils Only) Disclosure note re 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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

B L Baker

Date

18/04/16

I confirm that these accounting statements were approved by this smaller authority on this date:

18/04/16

and recorded as minute reference:

175.4

Signed by Chair of the meeting approving these accounting statements.

D Sullivan

Date

18/04/16

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

HURSTBOURNE TARRANT PARISH COUNCIL

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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 this smaller authority's 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

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

Signature of person who carried out the internal audit



Date 16/03/2016

*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 2016/17

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>	01264 736 514
Jamie Williams	Vice chairman Planning, Upton and Pill Heath	07977 077 875
Louisa Russell	Hurstbourne Tarrant primary school liaison & play equipment	07891 243488
Mark Thomas	Footpaths, playing fields, HTCC liaison	01264 736 456
Mark Betteridge	Transport, roads and road safety	07771 966058
Ian Kitson	Allotments and environment	01264 736 733
David Baker	Clerk/RFO	01264 736 436

Representation on external local public bodies:

Councillor Mark Thomas is a trustee on the Hurstbourne Tarrant Community Centre CIO

All councillors are trustees of 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
Community Centre car park and Parish council access road	0.10 hectares	Off Church St Hurstbourne Tarrant SP11 0AX	Parish Council	Not known	Not known	Community Centre 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

Hurstbourne Tarrant Parish Council

Note: The Parish Council does not own any public buildings

Minutes, agendas and papers of formal meetings

All agendas and supporting papers are published on the parish website 5 working days before each meeting takes place.

All draft minutes of parish council meetings are published within 5 working days of that meeting taking place.

Copies may be accessed at www.hbt.org.uk under the council meetings webpage