



Source of the Thames

Coates Parish Council (CPC) Transparency Code

CPC is a smaller Parish council with a turnover of less than £25,000. 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 See CPC website: Parish Council: Annual Reports and Finances tab	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. 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. For each individual item of expenditure the following information must be published: a. date the expenditure was incurred, b. summary of the purpose of the expenditure, c. amount, and d. Value Added Tax that cannot be recovered.

This Transparency Code was approved by CPC at a meeting on 7 July 2026

End of year accounts See CPC website: Parish Council: Annual Reports and Finances tab	Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by: a. a copy of the bank reconciliation for the relevant financial year, b. 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 c. an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.
Annual governance statement See CPC website: Parish Council: Annual Reports and Finances tab	Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed annual governance statement according to the format included in the Annual Return form. Explain any negative responses to governance statements, including how any weaknesses will be addressed.
Internal audit report See CPC website: Parish Council: Annual Reports and Finances tab	Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed internal audit report according to the format included in the Annual Return form. 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.
List of councillor or member responsibilities See CPC website: Parish Council: Councillors	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: a) names of all councillors or members, b) committee or board membership and function (if Chairman or Vice-Chairman), and c) representation on external local public bodies (if nominated to represent the authority or board).

Location of public land and building assets See below	Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. 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. Internal drainage boards to only publish details of registered land and buildings that have a market value and appear in Fixed Assets Register. The following information must be published: 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 See CPC website: Parish Council: Council Meetings and Minutes	Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place. Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.

Location of public land and building assets

Description	Location	Owner	Date of acquisition	Cost of acquisition	Present use
Playground	Coates Lane	CPC	December 1937	N/K	Playground
Victory Green	Coates Lane	CPC	2008	N/K	Recreational
Entrance to May Tree Close	May Tree Close	CPC	27 September 1989	N/A	
Bus shelter	Trewsbury Road	CDC (CPC have a leasehold interest)	N/K	N/A	Bus shelter
War Memorial	Coates Lane	CPC	N/K	N/K	War Memorial