**Remenham Parish Council (RPC) and the Local Government Transparency Code**

RPC tries to be at all times entirely transparent with electors and interested parties, subject to GDPR requirements, making information available on its free-of-charge website. On its website under Meetings at least ***3 days*** before a meeting RPC publishes meeting dates, agendas and all associated meeting papers. No later than ***a month*** after a formal meeting, RPC publishes draft minutes on its website under Minutes and shortly after the following meeting, approved-signed minutes.

Income and Expenditure on RPC’s Current Account and Fraud Prevention/Detection

All expenditure and income over a 12 month period for its current account are listed on its website under Cash Book. RPC has no procurement card/credit/debit card expenditure. RPC operates strict financial controls. The Clerk holds a cheque book and bank statements. All cheques and requests for standing orders are signed by at least two councillors. No cases of fraud or financial irregularity of any size have been detected/found. Major purchases are made only after 3 quotes are obtained. VAT paid, where appropriate, is always recovered.

Register of Assets

RPC’s assets are a bench on White Hill (A4130), a noticeboard and a dog waste bin. The value of these assets (£1498 on 31st March 2018) is given on the accounts page of the website. RPC has no parking, land, buildings, housing or other income-generating assets.

Register of Grants

RPC does make donations to RPCC for the Parish Hall, Churchyard maintenance and the Remenham Newsletter; amounts are stated in the running current account Cashbook. RPC does not make grants to voluntary, community or local enterprises.

Organisational Chart, Councillor Responsibilities, Salaried Staff and Union Representation

The organisational structure of RPC at 1st July 2018 is shown below (where elected Councillors are highlighted in yellow). Annually RPC indicates the special interests and responsibilities of Councillors (no later than 1st July). Amounts paid the Clerk and those managing the website and undertaking litter collection are given in the running current account Cashbook. The audit shows that £4990 was paid them in 2017-18. RPC is not aware of any relevant union issues.



Constitution and Code of Conduct

RPC’s Code of Conduct is given on its website.

Waste Contracts

RPC does not issue invitations to tender for its services. RPC relies on Wokingham Borough Council (WBC)-provided refuse collection, but it does pay for litter collection and also pays OCS for the weekly emptying of the dog-waste bin.