

# MIDDLETON ST. GEORGE PARISH COUNCIL

## TRANSPARENCY CODE 2018-19

### 1. Background

The Parish Council at its meeting held on the 11<sup>th</sup> September, 2017 agreed that, although the Transparency Code does not apply to the Parish Council, it would nevertheless publish information on its website to comply with the Transparency Code and the information to be published would be as follows:

- Annual publication of all expenditure transactions or a separate document giving expenditure transactions above £100.
- Publication of year end accounts according to the format included in the annual return form.
- Publication of the Annual Governance Statement.
- Publication of the Internal Audit Report.
- Procurement information
- Grants to voluntary, community and social enterprise organisations.
- Salaries.

### 2. Transparency Code Information

#### 2.1 Expenditure above £100

##### April 2018 to March 2019

##### April 2018

Litter Picker's Pay	£532.44
Clerk's Pay	£559.80

##### May 2018

Section 137 Grant. Middleton St. George Gardens and Allotments Association	£100.00
Grounds Maintenance March 2018	£666.41
Internal Audit	£125.00
HM Revenue and Customs. Clerk's PAYE February to April, 2018	£419.40
Litter Picker's Pay	£532.44
Clerk's Pay	£559.80

##### June 2018

Grounds Maintenance April 2018	£679.83
Came and Company Insurance Renewal 2018-19	£1216.61

Darlington Borough Council. Election Costs	£5519.39
Durham Association of Local Councils. Annual Subscription	£583.52
Belle View Allotments Rent 01.06.18 to 31.12.18	£125.00
Hedge Work at Sadberge Road Allotments	£400.00
Electricity Quarterly	£188.45
Litter Picker's Pay	£532.44
Clerk's Pay	£559.80

### July 2018

Annual Website Hosting Fee.	£300.00
5 safety signs for Water Park and 1 sign for Car Park	£606.55
Repair water leak in the Parish Council offices	£270.00
Grounds Maintenance May 2018	£679.83
Tree Survey at The Front	£636.00
Litter Picker's Pay	£532.44
Clerk's Pay	£620.76

### August 2018

Litter Picker's Pay	£532.44
Clerk's Pay	£575.04

### September 2018

Mazars LLP External Audit	£408.00
HM Revenue and Customs. Clerk's PAYE May to July, 2018	£431.28
Purchase of 6ft Tommy Statuette	£776.30
Litter Picker's Pay	£532.44
Clerk's Pay	£575.04

### October 2018

Grounds Maintenance June and August 2018	£1359.66
Section 137 Grant for purchasing material for the Centenary of the End of First World War	£200.00
Darlington Borough Council. Planning Application Fee for the Tommy Statuette (later withdrawn and the payment refunded to the Parish Council).	£117.00
Southern Electric - Electricity Quarterly	£172.31
Barclaycard Commercial. Payment of Norton virus £70.82 + £14.17 = £84.99 and Registration Fee to the Information Commissioner's Office £40.00 (VAT Nil)	£124.99
Groundwork North East. Fees for the Middleton One Row Heritage Views Project	£540.00
Litter Picker's Pay	£532.44
Clerk's Pay	£633.60

### November 2018

Northumbria in Bloom. 2019 Entry Fee	£125.00
Grounds Maintenance October 2018	£679.83
Section 137 Grant to Middleton St. George Community	£500.00

Centre for repairs to the fabric of the building	
Award to Middleton St. George Community Centre for the Christmas Fayre	£500.00
Litter Picker's Pay	£532.44
Clerk's Pay	£633.60

#### **December 2018**

Belle View Allotments Rent 01.01.19 to 30.06.19	£125.00
Section 137 Grant to St. Teresa's Hospice. Contribution to the Rotary Club Christmas Tree Collection Service	£100.00
Grounds Maintenance July 2018	£679.83
HM Revenue and Customs. Clerk's PAYE. August to October 2018	£445.60
Litter Picker's Pay	£532.44
Clerk's Pay	£633.60
Groundwork North East. Fees for the Middleton One Row Heritage Views Project	£420.00

#### **January 2019**

Scottish Power - Electricity Monthly	£122.07
Darlington Borough Council. Play Area Repairs	£191.14
British Heart Foundation. Purchase of Defibrillator	£600.00
Litter Picker's Pay	£532.44
Clerk's Pay	£633.60

#### **February 2018**

Electricity Monthly	£122.07
Middleton St. George WI Room Hire. WWI Centenary 10th and 11th November 2018	£100.00
Litter Picker's Pay	£532.44
Clerk's Pay	£316.80

#### **March 2018**

Payment of Archaeologists fees for the Planning Inspector Inquiry	£2,400.00
Grounds Maintenance. November 2018	£679.83
Litter Picker's Pay	£532.44
Clerk's Pay	£633.60

### **2.2 Publication of the Year End Accounts**

Please see the Annual Governance and Accountability Return (AGAR) 2018-19 Form.

### **2.3 Publication of the Annual Governance Statement**

Please see the Annual Governance and Accountability Return (AGAR) 2018-19 Form.

### **2.4 Publication of the Internal Audit Report.**

Please see the Annual Governance and Accountability Return (AGAR) 2018-19 Form.

## **2.5 Procurement Information**

The code requires that local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000.

The Grounds Maintenance Contract was taken out for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

## **2.6 Grants to voluntary, community and social enterprise organisations**

The following Section 137 grants were made to:

Middleton St. George Gardens and Allotments Association £100.00  
Mrs. L. Seniscal for purchasing material for the Centenary of the End of First World War £200.00  
Middleton St. George Community Association for the purchase of Remembrance Flags £4.50  
Middleton St. George Community Association for the purchase of additional materials for the Centenary of the End of First World War £9.99  
Middleton St. George Community Association for repairs to the fabric of the building £500.00  
Middleton St. George Local History Group. WW1 Commemoration Exhibition Contribution £66.20  
St. Teresa's Hospice. Contribution to the Rotary Club Christmas Tree Collection Service £100.00  
Love MSG. Contribution towards the production of leaflets £45.00

## **2.7 Salaries**

**Clerk.** Net Monthly pay from the 1<sup>st</sup> April, 2019 to the 30th June, 2018 £559.80 based on National Pay Scales for Local Government Employees. The National Pay Award was applied in July 2019 and backdated to the 1<sup>st</sup> April, 2019. New Net Monthly backdated Pay to 1<sup>st</sup> April, 2018 was £620.76. First payment made on the 1<sup>st</sup> July, 2018. On the 1<sup>st</sup> October, 2018 the Clerk's Net Pay was increased to £633.60. Payment of half pay was made in February 2019 because of the Clerk's illness. The Clerk's total net pay for the year was £6,935.40.

**Litter Picker.** The Litter Picker is paid in accordance with the National Minimum Wage for Adults which increased to £7.83 per hour with effect from the 1<sup>st</sup> April, 2018. The Litter Picker works 68 hours each month and is paid £532.44 per month. The Litter Picker's total net pay for the year was £6,389.28.

**Cleaner.** The Cleaner works 2 hours each week and is paid £70.00 per month. The Cleaner's total net pay for the year was £840.00