

## OVERVIEW

**In February 2015 the Local Government Transparency Code was introduced. This places a duty on Cringleford Parish Council to publish the following specified data at regular intervals:**

### **Quarterly:**

- Expenditure over £500 incl. VAT - tab 1
- Procurement card transactions - tab 2
- Invitations to tender for goods or services over £5,000 - tab 3
- Contracts with a value of over £5,000 - tab 4

### **Annually**

- Details of all land and building assets - Transparency code website page
- Social housing asset value - not applicable
- Grants to voluntary, community or social enterprise organisations - tab 5

Staffing chart - Transparency code website page

- Trade union facility time - not applicable
- Parking account and spaces - not applicable
- Senior salaries above £50,000 - not applicable
- Constitution - not applicable
- Pay multiple - not applicable
- Fraud - not applicable

### **One-Off:**

- Waste collection contracts - tab 6

| EXPENDITURE OVER £500 |                            |            |              |                   |                             |
|-----------------------|----------------------------|------------|--------------|-------------------|-----------------------------|
| Cheque Ref            | Transaction Detail         | Date Paid  | Net Amount £ | Unrecoverable VAT | Payee Name                  |
| DD                    | TWC electric               | 08/07/2024 | 1130.8       | 0                 | Total Energy                |
| BACS                  | Tree survey                | 10/07/2024 | 750          | 0                 | Target Trees                |
| BACS                  | Boiler call out and repair | 10/07/2024 | 836.58       | 0                 | KGB Commercial              |
| BACS                  | TJC project mgt            | 10/07/2024 | 2100         | 0                 | REAL Consulting             |
| BACS                  | TJC clerk or works         | 10/07/2024 | 1007.22      | 0                 | James Pointon Site Services |
| BACS                  | TJC construction           | 10/07/2024 | 124548       | 0                 | Pentaco Construction        |
| BACS                  | Admin laptop & set up      | 10/07/2024 | 632.93       | 0                 | Adept IT Solutions          |
| DD                    | July rates                 | 25/07/2024 | 1272         | 0                 | South Norfolk Council       |
| DD                    | TWC loan                   | 05/08/2024 | 13358.47     | 0                 | PWLB                        |
| DD                    | TWC electric               | 05/08/2024 | 1142.31      | 0                 | Total Energy                |
| BACS                  | TJC project mgt            | 14/08/2024 | 2100         | 0                 | REAL Consulting             |
| BACS                  | Electrical works TJC       | 14/08/2024 | 1950         | 0                 | ALH Building services       |
| BACS                  | TJC build                  | 14/08/2024 | 437082       | 0                 | Pentaco Construction        |
| BACS                  | TJC clerk of works         | 14/08/2024 | 1007.22      | 0                 | James Pointon Site Services |
| BACS                  | External audit fee         | 14/08/2024 | 2100         | 0                 | PKF Accountants advisers    |
| DD                    | August rates               | 25/08/2024 | 1272         | 0                 | South Norfolk Council       |
| DD                    | TWC electric               | 10/09/2024 | 1196.07      | 0                 | Total Energy                |
| BACS                  | Clerk of works TJC         | 11/09/2024 | 1007.22      | 0                 | James Pointon Site Services |
| BACS                  | TJC project management     | 11/09/2024 | 2100         | 0                 | REAL Consulting             |
| BACS                  | Knee high fence TWC        | 11/09/2024 | 1270         | 0                 | A11 Maintenace              |
| BACS                  | Fence repairs RHP          | 11/09/2024 | 3082         | 0                 | A11 Maintenace              |
| BACS                  | White/blue liner           | 11/09/2024 | 901.25       | 0                 | Origin                      |
| BACS                  | TKC build                  | 11/09/2024 | 184009       | 0                 | Pentaco Construction        |
| SO                    | September salary           | 11/09/2024 | 1701.07      | 0                 | Employee 0017               |
| SO                    | September salary           | 11/09/2024 | 2757.82      | 0                 | Employee 0022               |
| BACS                  | Gurney land lights         | 11/09/2024 | 1185         | 0                 | Cozens UK                   |
| BACS                  | Harts Lane lights          | 12/09/2024 | 5695         | 0                 | Cozens UK                   |
| BACS                  | Grounds scarifier          | 12/09/2024 | 10900        | 0                 | Ernest Doe                  |
| DD                    | September rates            | 25/09/2024 | 1272         | 0                 | South Norfolk Council       |
| BACS                  | EV chargers TJC            | 30/09/2024 | 19619.1      | 0                 | Anglia Car Charging         |

**PROCUREMENT CARD**

| <b>Date of transaction</b> | <b>Dept. incurring expenditure</b> | <b>Purpose of expenditure</b> | <b>Net Amount</b> | <b>Unrecoverable VAT</b> | <b>Beneficiary</b>  |
|----------------------------|------------------------------------|-------------------------------|-------------------|--------------------------|---------------------|
| 23/07/2024                 | General                            | Bollard keys                  | 22.5              | 0                        | Rhino Security      |
| 23/07/2024                 | General                            | Dog bin                       | 181.88            | 0                        | Glasdon             |
| 23/07/2024                 | General                            | Office use                    | 16.64             | 0                        | Adobe office        |
| 23/07/2024                 | Various                            | Stationery, cleaning, office  | 493.6             | 0                        | Amazon              |
| 23/07/2024                 | Willow Centre                      | TWC water blockage            | 175               | 0                        | Dyno Rod            |
| 22/08/2024                 | General                            | Planning training             | 65                | 0                        | SLCC                |
| 22/08/2024                 | General                            | Office adobe                  | 16.64             | 0                        | Adobe office        |
| 22/08/2024                 | Various                            | Stationery & cleaning         | 148.23            | 0                        | Amazon              |
| 23/09/2024                 | General                            | Stationery                    | 16.64             | 0                        | Adobe office        |
| 23/09/2024                 | General                            | 2x planters RHP               | 480.49            | 0                        | Ruby UK             |
| 23/09/2024                 | General                            | Various                       | 219.51            | 0                        | Amazon              |
| 23/09/2024                 | General                            | DBS check                     | 18                | 0                        | Disclosure Scotland |
| 23/09/2024                 | General                            | Photo frame -school           | 3.57              | 0                        | Pixaprints          |

**INVITATIONS TO TENDER**

| Reference Number  | Title                            | Description of goods or services sought                    | Start, end and review dates  | Local authority department responsible |
|-------------------|----------------------------------|--|--|--|
| CPC-NDP           | Neighbourhood Development plan   | Consultant required to assist with preparing a new NDP     | Contract added to contract finder 31 July 2024, to last until 2026                       | CPC                                    |
| CPC - TJC carpark | Construction of 30 space carpark | Contractor required to build carpark at The Jubilee Centre | Contract added to Contract Finder 15 August 2024, for construction in October / November | CPC                                    |

| <b>CONTRACTS OVER £5000</b>                   |  |                                  |                                       |                                     |   |
|---|--|----------------------------------|---------------------------------------|-------------------------------------|---|
| <b>Local authority department responsible</b> | <b>Description of goods or services being provided</b> | <b>Supplier Name and Details</b> | <b>Annual Spend on Contract (net)</b> | <b>VAT that cannot be recovered</b> | <b>Invitation to Quote or Published Tender?</b> |
|   |  |                                  |                                       |                                     |   |

Various energy contracts in place - detailed on Council payment lists, on website under Council Meetings.

**GRANTS**

| <b>Date grant was awarded</b> | <b>Time period of grant</b> | <b>Dept awarding grant</b> | <b>Beneficiary</b> | <b>Beneficiary Registration Number</b> | <b>Purpose of grant</b> | <b>Amount</b> |
|-------------------------------|-----------------------------|----------------------------|--------------------|--|-------------------------|---------------|
|-------------------------------|-----------------------------|----------------------------|--------------------|--|-------------------------|---------------|

| <b>WASTE</b>                                  |  |                                  |                                       |                                     |   |
|---|--|----------------------------------|---------------------------------------|-------------------------------------|---|
| <b>Local authority department responsible</b> | <b>Description of goods or services being provided</b> | <b>Supplier Name and Details</b> | <b>Annual Spend on Contract (net)</b> | <b>VAT that cannot be recovered</b> | <b>Invitation to Quote or Published Tender?</b> |
| Cringleford Parsh Council                     | Waste collection - TWC                                 | South Norfolk Council            | £809                                  | 0                                   | Ongoing   |
| Cringleford Parsh Council                     | Waste collection - Pavilion                            | South Norfolk Council            | £417                                  | 0                                   | Ongoing   |
| Cringleford Parish Council                    | Dog bin emptying                                       | South Norfolk Council            | £1,734                                | 0                                   | Ongoing   |
| Cringleford Parish Council                    | Nappy/Sanitary emptying - TWC                          | SW Hygiene                       | £621                                  | 0                                   | Ongoing   |
| Cringleford Parish Council                    | Nappy/Sanitary emptying - Pavilion                     | Active Washrooms                 | £396                                  | 0                                   | Ongoing   |

Costs all taken from last payment date