

# Transparency Code Policy

## Bradleys Both Parish Council

### 1. Introduction

Bradleys Both Parish Council is committed to openness and accountability. This policy sets out how the Council will comply with the requirements of the **Local Government Transparency Code 2015**, which requires local authorities and parish councils to publish key information to help residents understand how public money is spent and how decisions are made.

The Council will ensure that information is easily accessible, normally through the Council's website or by request.

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### 2. Scope

This policy applies to all information required to be published under the Transparency Code for parish councils.

The Council will publish information relating to:

- Financial transactions
  - Procurement
  - Governance and decision-making
  - Public land and assets
  - Councillors and responsibilities
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### 3. Information to be Published

Bradleys Both Parish Council will publish the following information:

#### 3.1 Expenditure Over £100

Details of all individual items of expenditure above **£100** will be published, including:

- Date of transaction
  - Supplier name
  - Amount
  - Description of the expenditure
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#### 3.2 End of Year Accounts

The Council will publish:

- Annual governance and accountability return
  - Internal audit report
  - Annual accounts
  - Notice of conclusion of audit
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### **3.3 Annual Budget**

The Council will publish the approved annual budget including:

- Total budget
  - Breakdown of expenditure
  - Precept requirement
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### **3.4 Councillor Responsibilities**

The Council will publish details of:

- Parish councillors
  - Responsibilities and committee memberships
  - Contact information (where appropriate)
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### **3.5 Location of Public Land and Assets**

The Council will publish an **asset register** including:

- Description of the asset
- Location
- Ownership details where applicable

Examples may include:

- Community land
  - Buildings
  - Street furniture
  - Play equipment
  - War memorials
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### **3.6 Minutes, Agendas and Meeting Papers**

The Council will publish:

- Agendas for council meetings

- Minutes of meetings
- Reports presented to council meetings where appropriate

These will normally be published on the Council website.

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### **3.7 Staff Structure**

If applicable, the Council will publish:

- Job title
- Responsibilities
- Salary scale

For most parish councils this will normally include the **Clerk and Responsible Financial Officer**.

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### **3.8 Grants to Voluntary Organisations**

Where the Council provides grants or funding to organisations, the following will be published:

- Name of the organisation
  - Purpose of the grant
  - Amount awarded
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## **4. Publication Method**

Information will normally be published:

- On the Council website
- On publicly accessible noticeboards
- Available on request from the Clerk

Where a website is not available, documents will be made available electronically or in paper form upon request.

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## **5. Frequency of Publication**

Information will be updated as follows:

- Financial transactions: **at least quarterly**
- Minutes and agendas: **as soon as practicable after meetings**

- Annual accounts and governance documents: **annually**
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## **6. Accessibility**

The Council will aim to ensure information is:

- Clear and easy to understand
- Available in accessible formats where possible
- Provided within reasonable timeframes

Requests for alternative formats should be directed to the Clerk.

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## **7. Relationship with Other Legislation**

This policy operates alongside:

- **Freedom of Information Act 2000**
- **Data Protection Act 2018**
- **UK General Data Protection Regulation**

Personal or confidential information will not be disclosed where prohibited by law.

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## **8. Policy Review**

This policy will be reviewed annually to ensure compliance with legal requirements and best practice.

**Adopted by:** Bradleys Both Parish Council

**Adoption date:** 17<sup>th</sup> March 2026

**Review date:** March 2027