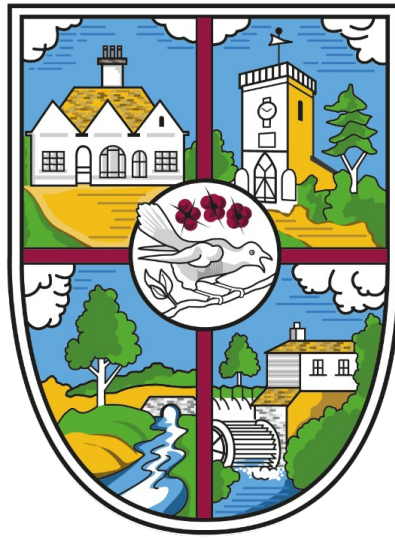


# Hellingly Parish Council



## **DRAFT V2 Transparency Policy**

### **POLICY REVIEW DATES:**

**Policy Reviewed & UPDATED on: 11<sup>th</sup> MARCH 2026**

***Next review date: MARCH 2027***

## 1. Introduction

Hellingly Parish Council is committed to openness, accountability, and transparency in the way it conducts its business and manages public money. This Transparency Code sets out how the Council meets its obligations under the **Local Government Transparency Code 2015** and other relevant legislation, recognising that the Council has an annual turnover in excess of £25,000.

This document explains what information the Council will publish, how often it will be updated, and where it can be accessed.

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## 2. Legal Framework

This Transparency Code is informed by, and should be read alongside:

- Local Government Transparency Code 2015
  - Local Audit and Accountability Act 2014
  - Accounts and Audit Regulations 2015
  - Freedom of Information Act 2000
  - Data Protection Act 2018 and UK GDPR
  - Parish Council Transparency Code (as applicable)
  - National Association of Local Councils (NALC) guidance and model policies
  - Society of Local Council Clerks (SLCC) guidance
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## 3. Publication Method

All information covered by this Code will be published on the Council's website and made available in an accessible format. Where information cannot reasonably be published online, it will be made available for inspection upon request at the Council's offices or via the Clerk.

Personal data will be redacted where publication would breach data protection legislation.

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## 4. Information to Be Published

### 4.1 Expenditure

The Council will publish details of all expenditure over £500. This will include:

- Date of payment
- Amount
- Purpose
- Payee (subject to data protection requirements)

This information will be updated at least quarterly.

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#### **4.2 Procurement and Tenders**

The Council will publish:

- Invitations to tender and contracts with a value over £5,000
  - Contract summaries, including value and duration
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#### **4.3 Council Contracts**

A list of current contracts with a value exceeding £5,000, showing:

- Contractor name
  - Description of goods or services
  - Start and end dates
  - Contract value
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#### **4.4 Councillor and Officer Information**

The Council will publish:

- Names of all councillors
- Councillor responsibilities and committee memberships
- Register of Members' Interests, a link to the principal authority's register where hosted (WDC) or contact the Monitoring Officer to have the addresses redacted.
- Details of councillor allowances, confirming whether allowances are paid
- Contact details for the Clerk (as Proper Officer)
- Senior officer responsibilities (where applicable)

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## **4.5 Council Structure and Governance**

The Council will publish:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Committee terms of reference
- Asset Register
- Risk Assessment
- Internal Control Statement
- Internal Audit Plan and reports

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## **4.6 Minutes, Agendas, and Reports**

The Council will publish:

- Agendas for all Council and Committee meetings
- Approved minutes of meetings
- Reports considered at meetings, where possible

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## **4.7 Budget, Precept, and Financial Information**

The Council will publish:

- Annual budget
  - Precept request
  - End-of-year accounts
  - Annual Governance and Accountability Return (AGAR)
  - Internal and external audit reports
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## 4.8 Grants and Funding

Details of grants awarded by the Council, including:

- Recipient
  - Purpose
  - Amount
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## 4.9 Land and Assets

The Council will publish an asset register including:

- Description of assets
  - Location
  - Approximate value
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## 5. Freedom of Information, Data Protection, and Accessibility

The Council will respond to requests for information in accordance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

All personal data will be processed in accordance with the Data Protection Act 2018 and UK GDPR. A separate Privacy Notice is published on the Council's website.

The Council will publish information in line with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and retain records in accordance with the NALC/SLCC Records Management Guidance.

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## 6. Review and Monitoring

This Transparency Code will be reviewed **annually** by the Council to ensure it remains accurate, up to date, and compliant with legislative requirements.

| <b>Adopted</b>            | <b>Reviewed</b>             | <b>Next Review</b> |
|---------------------------|-----------------------------|--------------------|
| 11 <sup>th</sup> May 2022 | 11 <sup>th</sup> MARCH 2026 | MARCH 2027         |
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