

Walcott Parish Council

Meadowcroft, 40 Cromer Road, Mundesley-On-Sea, Norfolk, NR11 8DB

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Chairman: Pauline Porter

Clerk: D Revell

WALCOTT ON SEA PARISH COUNCIL

Transparency Code

1. Introduction

Walcott on Sea Parish Council is committed to openness, accountability, and transparency in all its activities. This Transparency Code sets out the information the Council will publish to ensure residents have clear insight into how public money is spent and how decisions are made.

This Code follows the principles of the Local Government Transparency Code for Smaller Authorities (2015) and associated guidance.

2. Guiding Principles

The Council will:

- Make information publicly available unless there is a lawful reason not to.
 - Publish information in an accessible format.
 - Ensure information is accurate and up to date.
 - Review published information regularly.
 - Comply with data protection legislation, including the UK GDPR and Data Protection Act 2018.
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3. Information to be Published

The following information will be published on the Council's website (or displayed publicly if a website is unavailable):

3.1 Expenditure Over £100

- Date of expenditure
- Amount

- **Supplier name**
- **Brief description of goods/services**

Published quarterly.

3.2 End of Year Accounts

- **Annual Governance and Accountability Return (AGAR)**
- **Internal Audit Report**
- **External Auditor Report**
- **Annual Governance Statement**
- **Accounting Statements**

Published annually following audit completion.

3.3 Annual Budget

- **Approved annual budget**
- **Precept demand**
- **Explanation of significant year-on-year variances**

Published annually once approved.

3.4 Councillor Responsibilities

- **Names of all councillors**
- **Roles and responsibilities**
- **Committee memberships**
- **Contact information (Council email address where available)**

Updated as required.

3.5 Assets

A list of assets including:

- **Description**
- **Location**
- **Estimated value**
- **Date acquired**

Reviewed and published annually.

3.6 Minutes, Agendas and Meeting Papers

- **Full Council meeting agendas (published at least 3 clear days before meetings)**
- **Approved minutes**
- **Supporting reports (where appropriate)**

Published promptly following meetings.

3.7 Staff Structure

- **Staffing structure**
- **Job titles**
- **Salary bands (not individual salaries unless required by law)**

Updated as required.

3.8 Public Land and Building Assets

- **Details of public land and buildings owned or leased by the Council**

- **Location**
- **Current use**

Reviewed annually.

4. Freedom of Information

The Council will:

- **Maintain a Publication Scheme under the Freedom of Information Act 2000.**
 - **Respond to Freedom of Information requests within statutory timescales.**
 - **Provide contact details for submitting requests.**
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5. Data Protection

Personal data will only be published where lawful and necessary. The Council will:

- **Comply with the Data Protection Act 2018 and UK GDPR.**
 - **Redact sensitive or confidential information where required.**
 - **Maintain appropriate data protection policies.**
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6. Accessibility

Information will be:

- **Published in accessible formats where possible.**
 - **Available upon request in alternative formats.**
 - **Compliant with website accessibility regulations where applicable.**
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7. Review of this Code

This Transparency Code will be:

- **Reviewed annually.**
 - **Approved by resolution of Walcott on Sea Parish Council.**
 - **Published on the Council's website.**
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Adoption

This Transparency Code was adopted by Walcott on Sea Parish Council at a meeting held on:

Date: _____

Minute Reference: _____

Signed:

Chair of the Council: _____

Clerk to the Council: _____