



SWAFIELD AND BRADFIELD PARISH COUNCIL

Swafield and Bradfield Parish Council

Transparency Code

1. Introduction

Swafield and Bradfield Parish Council is committed to openness, accountability, and transparency in its decision-making and financial management.

This Transparency Code sets out the information the Council will routinely publish to ensure residents have clear and accessible insight into how public funds are spent and how decisions are made.

2. Publication Principles

The Council will:

- Publish information in an accessible format on its website
 - Update information regularly and within required timeframes
 - Make documents available for inspection where legally required
 - Comply with the Freedom of Information Act 2000 and Data Protection legislation
 - Redact personal data where appropriate
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3. Information to be Published

The Council will publish the following information as a minimum:

A. Expenditure Exceeding £100

Published at least quarterly and including:

- Date of payment
 - Payee name (where legally permissible)
 - Amount
 - Brief description of goods/services
 - VAT (if applicable)
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B. End of Year Accounts

Published annually and including:

- Annual Governance and Accountability Return (AGAR)
 - Internal auditor's report
 - External auditor's report (if applicable)
 - Notice of public rights
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C. Annual Governance Statement

Published annually as part of the AGAR process.

D. Internal Audit Report

Published annually once received.

E. List of Councillor Responsibilities

Published and updated as necessary, including:

- Names of councillors
- Roles and responsibilities

- Committee memberships
 - Representation on outside bodies
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F. Details of Public Land and Building Assets

Including:

- Description of asset
 - Location
 - Ownership/custody details
 - Current use
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G. Minutes, Agendas and Meeting Papers

Published for:

- Full Council meetings
- Committees (if applicable)

Agendas will be published at least three clear working days before meetings.
Draft minutes will be published as soon as practicable after meetings.

H. Contact Details

Published for:

- Parish Clerk (official contact point)
 - Parish Council office address (if applicable)
 - Council email address
 - Councillor contact information (where consent given)
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I. Staffing Structure

Where applicable, the Council will publish:

- Staffing structure
 - Job descriptions
 - Salary scale bands (not individual salary details unless legally required)
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4. Freedom of Information

Requests for information should be made in writing to the Parish Clerk.

The Council will respond in accordance with statutory timeframes under the Freedom of Information Act 2000.

5. Data Protection

The Council complies with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. Personal data will not be published unless required by law.

6. Review of This Code

This Transparency Code will be reviewed annually to ensure compliance with current legislation and best practice guidance.

Adopted by Swafeld and Bradfield Parish Council on: [Insert Date]
Review Date: [Insert Date]