

# WITTON & RIDLINGTON PARISH COUNCIL

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## Transparency Code and Publication Policy

### 1. Purpose

Witton and Ridlington Parish Council is committed to openness, accountability and transparency in its decision-making and use of public funds. This Transparency Code sets out the information the Council will publish to enable residents to understand how the Council operates and how public money is spent.

This policy follows the principles of the Local Government Transparency Code for Smaller Authorities issued by the Department for Communities and Local Government.

### 2. Guiding Principles

The Council will:

- Publish information in a clear and accessible format.
- Make information available electronically where possible.
- Ensure information is up to date and easy for residents to find.
- Comply with relevant legislation including the Freedom of Information Act 2000 and Data Protection legislation.

### 3. Information to be Published

The following information will be made publicly available:

#### 3.1 Expenditure Over £100

Details of individual items of expenditure above £100 will be published. Information will include:

- Date of expenditure
- Payee/supplier
- Description of goods or services
- Amount paid

This information will normally be published quarterly.

#### 3.2 End-of-Year Accounts

The Council will publish its annual accounts including:

- Annual Governance and Accountability Return (AGAR)
- Annual Internal Audit Report

- Annual Governance Statement
- Accounting Statements

These will be published annually after approval by the Council.

### **3.3 Annual Governance Statement**

The Council will publish the Annual Governance Statement confirming that appropriate governance arrangements are in place.

### **3.4 Internal Audit Report**

The report produced by the Council's internal auditor will be published each year.

### **3.5 List of Council Assets**

The Council will publish an asset register including:

- Land and buildings
- Community assets
- Street furniture and equipment
- Estimated value or insurance value where appropriate

This register will be reviewed and published annually.

### **3.6 Councillor Responsibilities**

The Council will publish:

- Names of all Parish Councillors
- Their roles and responsibilities
- Committee memberships where applicable

### **3.7 Minutes, Agendas and Meeting Papers**

The following will be published:

- Agendas before each council meeting
- Draft minutes as soon as practical after meetings
- Approved minutes once confirmed by the Council

These will normally remain available online for public reference.

### **3.8 Staff Salary Information**

Where the Council employs staff, the following will be published:

- Job title
- Salary scale or salary range

Personal data will not be disclosed.

## 4. Publication Method

Information will be made available through:

- The Parish Council website (where available)
- Public noticeboards within the parish
- Direct request to the Parish Clerk

## 5. Frequency of Publication

Information Type	Frequency
Expenditure over £100	Quarterly
Asset Register	Annually
End-of-Year Accounts	Annually
Governance Statement	Annually
Internal Audit Report	Annually
Councillor Responsibilities	Updated as required
Meeting Agendas and Minutes	Each meeting

## 6. Data Protection

The Council will ensure that no personal or sensitive information is published that would breach data protection legislation.

## 7. Requests for Information

Residents may request information under the Freedom of Information Act 2000. Requests should be directed to the Parish Clerk.

## **8. Review**

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

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**Adopted by:** Witton and Ridlington Parish Council

**Date of Adoption:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Clerk to the Council:**

Witton and Ridlington Parish Council

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_