



# Knapton Parish Council

*Working for a better tomorrow*

## Transparency Code

Knapton Parish Council

### 1. Introduction

Knapton Parish Council is committed to openness, accountability, and transparency in how it conducts its business and spends public money.

This Transparency Code sets out how the Council complies with the **Local Government Transparency Code 2015**, which applies to parish councils with an annual turnover not exceeding £25,000.

### 2. Information We Publish

The Council will publish the following information on its website, where applicable, and keep it up to date:

#### a. Financial Information

- All items of expenditure over £100
- Annual accounts and audit statements
- Annual budget and precept information
- Councillor allowances (if applicable)

#### b. Governance Information

- Names of councillors and their responsibilities
- Agendas, minutes, and papers for council meetings
- Policies and procedures
- Asset register
- Standing Orders and Financial Regulations

#### c. Staffing Information

- Contact details for the Parish Clerk
- The Clerk's salary is published in salary bands, in line with transparency requirements

### 3. Publication Method

Information will normally be published:

- On the Knapton Parish Council website; or
- Provided on request where online publication is not possible

Documents will be made available in accessible formats wherever reasonably practicable.

### 4. Requests for Information

If information is not available on the website, it may be requested from the Council.

Requests should be made to:

**Parish Clerk**

 **Email:** [parishclerk@knaptonvillage.org](mailto:parishclerk@knaptonvillage.org)

The Council will respond to requests in accordance with the **Freedom of Information Act 2000** and relevant regulations.

### 5. Exemptions

Some information may not be published where it is exempt under legislation, including:

- Personal data protected by the UK GDPR and Data Protection Act 2018
- Confidential or commercially sensitive information

Where information is withheld, the Council will explain the reason why.

### 6. Review and Maintenance

This Transparency Code will be reviewed regularly and updated as necessary to ensure continued compliance with legislation and best practice.