

## **BRADFIELD PARISH COUNCIL - WEBSITE CONTENT POLICY**

Website: [www.bradfieldparishcouncil.org.uk](http://www.bradfieldparishcouncil.org.uk)

Adopted May 2017 Min No.009/17

The person with overall responsibility for this policy is the Proper Officer of the Council.

The Proper Officer must ensure that records for which they are responsible are accurate, and are maintained on the website with due regard to the Parish Council's records management policy and that they take account of the council's Freedom of Information Publication Scheme.

The Proper Officer will give guidance for, and will promote compliance with this policy.

There are currently no statutory rules stating that a Parish or Town Council with annual income above £25,000 per annum or below £250,000 per annum must have a website, nor are there any rules or guidelines as to what should be included on a Parish or Town Council website outside of those parameters.

With that in mind, in the interests of transparency this Council have agreed to follow the Transparency Code for smaller authorities (i.e those with income under £25,000) in respect of documents that will be published on its website. (See Annex A) and will comply with the dates and timescales included therein.

Additionally, all documents listed on our Freedom of Information policy as 'freely available from our website' will also be published and will comply with the dates and timescales detailed on that policy

Older records, may be obtained from Bradfield Parish Council for a small charge as detailed on our Freedom of Information Policy, on application to The Clerk to the Council providing those records are still held on file in any format in accordance with the Retention of Records Policy.

The Proper Officer of the Council is responsible for updating the website, at least once per month within set down timescales, and may include additional council records at his/her discretion if they are considered to be in the public interest.

Web links to other organisations will require the authorisation of the Full Council.

The Clerk to the Council

Bradfield Parish Council

44 Lawford Place

Lawford

Essex

CO11 2PT

e-mail: [clerk@bradfieldparishcouncil.org.uk](mailto:clerk@bradfieldparishcouncil.org.uk)

Tel: 07851 760264

## Annex A: Transparency Code for Smaller Authorities

Parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 should publish:

### **Information title**

**All items of expenditure above £100**

### **Information which should be published**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish details of each individual item of expenditure.

Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection.

For each individual item of expenditure the following information must be published:

- a. date the expenditure was incurred,
- b. summary of the purpose of the expenditure,
- c. amount, and
- d. Value Added Tax that cannot be recovered.

### **End of year accounts**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by:

- a. a copy of the bank reconciliation for the relevant financial year,
- b. an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year, and
- c. an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.

### **Annual governance statement**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.

**Internal audit report**

Publish signed annual governance statement according to the format included in the Annual Return form. Explain any negative responses to governance statements, including how any weaknesses will be addressed. Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed internal audit report according to the format included in the Annual Return form. Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal controls objectives.

**List of councillor or member responsibilities**

Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates, including:

- a) names of all councillors or members,
- b) committee or board membership and function (if Chairman or Vice-Chairman), and
- c) representation on external local public bodies (if nominated to represent the authority or board).

**Location of public land and building assets**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version. Internal drainage boards to only publish details of registered land and buildings that have a market value and appear in Fixed Assets Register. The following information must be published:

- a) description (what it is, including size/acreage),
- b) location (address or description of location),
- c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity,

- d) date of acquisition (if known),
- e) cost of acquisition (or proxy value),
- and
- f) present use.

**Minutes, agendas and papers of formal meetings**

Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.  
Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.