



Transparency Policy

St Georges & Priorslee Parish/Town Council

1. Introduction

This policy sets out how we publish information to meet transparency requirements and ensure openness with our residents.

Adopted: 17th February 2026

Review date: February 2027

2. Why We Have This Policy

As a council with an annual turnover exceeding £200,000, we must comply with the **Local Government Transparency Code 2015**.

This means publishing key information about our spending, governance, and decision-making so residents can see how we work and hold us accountable.

3. What We Publish

We publish the following information on our website at least once a year (unless stated otherwise):

Financial Information

What	Details	When
Expenditure over £500	Date, amount, supplier, purpose	Published within the council minutes each month
Procurement	Contracts/tenders over £5,000	As awarded
Grants	Grants made to organisations	1 July Annually
Senior salaries	Salaries over £50,000 (job title, salary range, responsibilities, pay multiple)	1 July Annually (or when changed)
Fraud	Details of fraud cases (if any)	1 July Annually (or when changed)

Governance Information

What	Details	When
Organisation chart	Staff structure and responsibilities	1 July Annually (or when changed)
Constitution	Standing orders, financial regulations, code of conduct	When updated
Meeting Agenda	Agendas	At least 3 clear days before meetings
Meeting minutes	Minutes	Within 1 month of meeting (draft)
Annual accounts	The Councils AGAR and accounting information	1 July Annually

Assets and Land

What	Details	When
Land and buildings	List of council-owned property	1 July Annually (or when changed)

4. Where We Publish

All information is published on our website: [St Georges & Priorslee Parish Council](#)

Information is:

- Free to access
 - Easy to find
 - Available to download
 - In plain, accessible language where possible
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5. Data Protection

We will always comply with data protection law (UK GDPR) when publishing information.

We will:

- Not publish personal data unnecessarily
- Protect employee confidentiality where appropriate
- Consider privacy implications, especially for small teams

If you have concerns about published information, contact the clerk

6. Who Is Responsible

Task	Who	Review
Publishing information	Clerk/RFO	
Checking compliance	Full Council	
Reviewing this policy	Full Council	Annually or when legislation changes

8. Contact

For questions about this policy or published information:

Clerk/RFO: Kate Southgate

Email: clerk@stgeorgesandpriorslee-pc.gov.uk

Phone: 01952567700

Address: Parish Centre, Grove Street, St Georges, Telford. TF2 9LJ

9. Useful Links

- **Gov.uk Transparency Code 2015:** <https://www.gov.uk/government/publications/local-government-transparency-code-2015>
- **Source:** [Local Government Transparency Code 2015 \(NALC guidance\)](#)