

# SHANKLIN TOWN COUNCIL

## TRANSPARENCY POLICY

### LOCAL GOVERNMENT TRANSPARENCY CODE

The intention of the Code is to increase transparency in the publication of public sector data and particularly around how public money is being spent, in order to allow local people to hold local authorities to account over how their council tax is spent and the decisions that are taken on their behalf.

Part 2 of the Code sets out the information that is recommended to be published by Town and Parish Councils with a gross annual income or expenditure over £200,000.

Shanklin Town Council is committed to being open and transparent in its decision-making processes and in the spending of tax-payer's money and will strive to meet and in some cases exceed the publication requirements set out in Part 2 as far as these are relevant to the Town Council.

### EXPENDITURE OVER £250 – PUBLISHED QUARTERLY

*The Local Government Transparency Code requires that local authorities must publish details of each individual item of expenditure that exceeds £500 on a quarterly basis.*

Once approved by Full Council, expenditure over £250 will be published on the website on a quarterly basis.

### PROCUREMENT INFORMATION

*The Local Government Transparency Code requires that local authorities must publish details of every transaction on a Government Procurement Card, details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5000, and details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5000.*

Shanklin Town Council does not use a Government Procurement Card.

Details of invitations to tender for contracts to provide goods and/or services as stated in our Financial Regulations, and details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement as stated in our Financial Regulations.

## LOCAL AUTHORITY LAND AND SOCIAL HOUSING

*The Local Government Transparency Code requires local authorities to publish details of all land and building assets, and details of the value of social housing stock that is held in their Housing Revenue Account.*

Shanklin Town Council's land and building assets are included on the Town Council's asset register.

Shanklin Town Council holds no social housing stock.

### ASSETS

Asset register is published annually.

### LAND & BUILDINGS

BUILDINGS	DESCRIPTION	ADDRESS	FREE/LEASEHOLD	NOTES
FALCON CROSS	HALL	FALCON CROSS RD PO37 7NL	FREE HOLD	
CHINE BLUFF TOILETS	TOILET BLOCK	ESPLANADE PO37 6BT	FREE HOLD	
HOPE RD	TOILET BLOCK	ESPLANADE PO37 6EL	FREE HOLD	
FALCON CROSS	TOILETS FRONT OF BUILDING	LANDGUARD ROAD	FREE HOLD	
OFFICE	PART OF TOILET BUILDING	65 LANDGUARD RD PO37 7JX	FREE HOLD	
LIBRARY	PART OF TOILET BUILDING	LANDGUARD RD PO37 7JP	FREE HOLD	
TOWER COTTAGE	TOILETS & STORE	CHINE AVENUE PO37 6AA	FREE HOLD	
RYLSTONE GARDENS	TOILETS	POPHAM RD PO37 6RG	FREE HOLD	
LIFT ROAD	TOILETS	LAND WEST OF CLIFF LIFT ROAD	LEASE HOLD	

## **GRANTS TO AND FROM ORGANISATIONS PUBLISHED QUARTERLY**

*The Local Government Transparency Code requires local authorities to publish details of all grants to voluntary, community and social enterprise organisations, along with grants received.*

Shanklin Town Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to local residents.

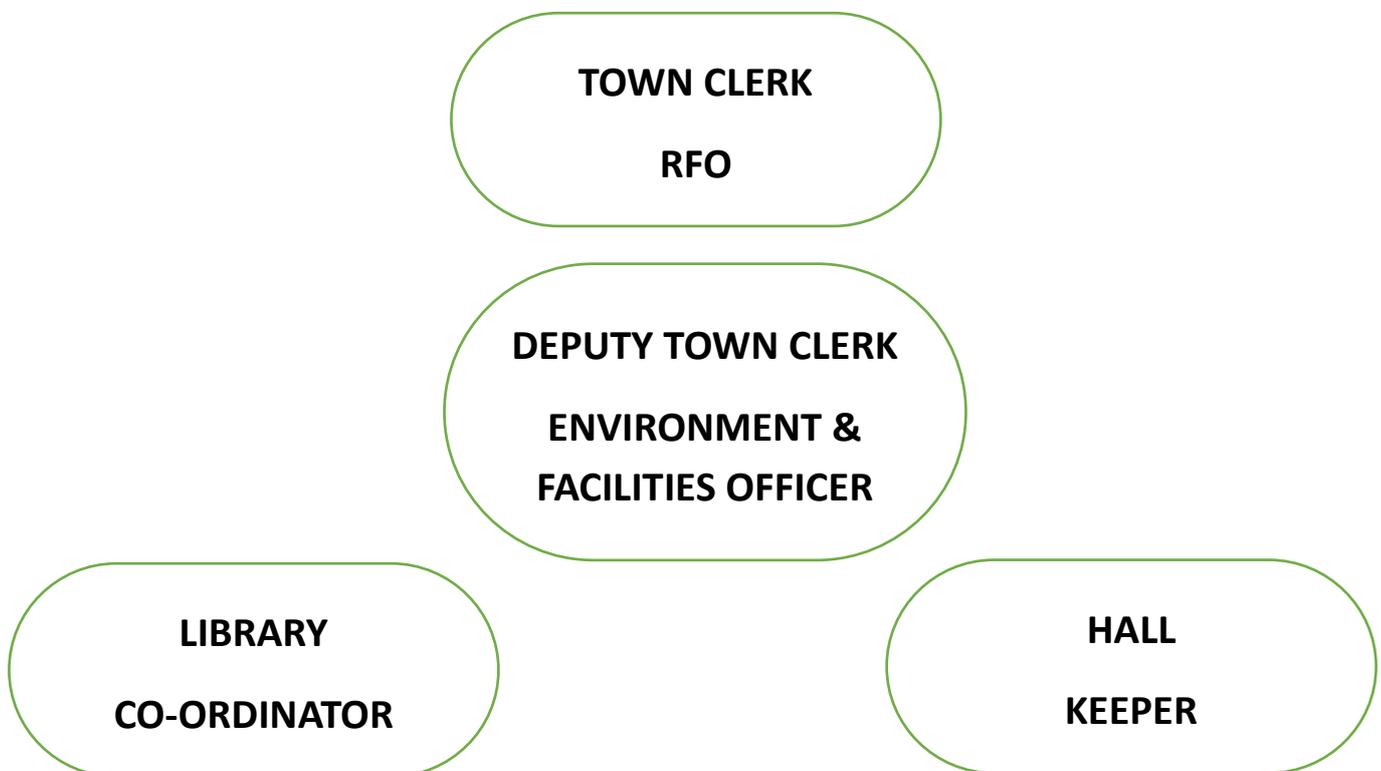
## **ORGANISATIONAL CHART AND TRADE UNION FACILITY TIME**

*The Local Government Transparency Code requires local authorities to publish an organisational chart covering staff in the top three levels of the organisation, Local authorities must also publish information on staff trade union facility time.*

Shanklin Town Council's organisational chart is published below, detailing all staff working for the Town Council.

Shanklin Town Council has no staff members who are trade union representatives.

## **SHANKLIN TOWN COUNCIL STAFF STRUCTURE (FEB 2025)**



## **PARKING ACCOUNT AND PARKING SPACES**

*The Local Government Transparency Code requires local authorities to publish information relating to income and expenditure on the authority's parking account, and a breakdown of how the authority has spent a surplus on its parking account. Local authorities must also publish the number of marked out controlled on and off-street parking spaces within their area.*

Shanklin Town Council has no marked out controlled on and off-street parking spaces, and receives no income nor incurs any expenditure on a parking account.

## **SALARIES & PAY MULTIPLE**

### **Senior salaries & pay multiple**

*The Local Government Transparency Code requires local authorities to publish details (including job descriptions responsibilities, budgets and staff numbers) of any senior employee earning over £58,200 per annum. Local Authorities must also publish the pay multiple, defined as the ratio between the highest paid taxable earnings for the given year and the median earnings figure of the whole of the authority's workforce.*

Shanklin Town Council has no staff member earning over £58,200 per annum.

Shanklin Town Council currently employees four part time members of staff.

Town Clerk RFO 33 hour per week

Deputy Town Clerk Environment & Facilities Manager 25 hours per week

Library co-ordinator 22.5 hours per week

Hall keeper variable hours but on average 9 hours per week.

The pay scale for all employees is determined by the National Joint Council agreements.

Members of staff eligible have the option to opt-in to the Local Government Pension Scheme.

The Town Clerk RFO is the line manager for all other members of staff.

The Government asks larger councils to publish a pay multiple.

Shanklin Town Council's pay multiple as at 1 February 2026 is 2.20.

## **CONSTITUTION**

The constitution of Shanklin Town Council comprises the Standing Orders and Financial Regulations. These control how the business of the Town Council is conducted.

Decisions of the Town Council as its committees are recorded in the minutes of the meetings. These can be viewed on the Town Council's website.

Elections for Councillors usually take place every four years. By-elections as and when.

## **FRAUD**

*The Local Government Transparency Code requires local authorities to publish Information about their counter fraud work, including the number of employees undertaking investigations and prosecutions of fraud, the number of professionally accredited fraud specialists, the total amount spent by the authority on the investigation and prosecution of fraud and the total number of fraud cases investigated.*

Shanklin Town Council has no employees undertaking investigations and prosecutions of fraud, and no professionally accredited counter fraud.

## **REGISTER OF MEMBER INTERESTS**

### **UPDATED ANNUALLY & ON A NEEDS BASIS**

Registers can be found on the web site.

## **COUNCIL FINANCES – PUBLISHED ANNUALLY**

Budget

Audited Annual Return

Notification of Conclusion of Audit

AGAR

## **AUDIT – PUBLISHED ANNUALLY**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

Shanklin Town Council employees an Internal Auditor twice a year.

As part of this process the annual governance statement must be completed to report publicly on the Authority's arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.

Notice of the Exercises of Public Rights, together with appropriate sections of the audited Annual Return for the year.

Notice of Public Rights

Annual Return Governance Statement and Accounting Statement

Section 3 of Annual Report

Conclusion of Audit.