

Local Government Transparency Code 2015

Parish Council Compliance Checklist

Applies to parish councils in England with gross income or expenditure over £200,000

General requirements

- A dedicated **Transparency / Open Data** page on the council website
<https://melbournparishcouncil.gov.uk/parish-office/local-government-transparency/>
 - Information is **free to access**, no login required
 - Documents are **clearly labelled** with publication dates
 - Data is published in **open formats** where possible (PDF and/or CSV)
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Documents

Expenditure over £500

- All individual items of expenditure over £500 published
- Includes date, supplier, description, amount
<https://melbournparishcouncil.gov.uk/wp-content/uploads/2026/04/Expenditure-Exceeding-500-2025-26.pdf>

Procurement Information

- Invitations to tender published
- Contract awards published
<https://melbournparishcouncil.gov.uk/parish-office/local-government-transparency/>

Local Authority Land & Building Assets

- Asset register published – awaiting update
- Description and location included
(2024/25) <https://melbournparishcouncil.gov.uk/wp-content/uploads/2025/06/Asset-Register-yr-to-31-March-2025.pdf>

Grants

- All grants listed
<https://melbournparishcouncil.gov.uk/wp-content/uploads/2026/04/Community-Grant-Reserve-2023-26.pdf>

Organisation Chart

- Staff structure published
- Roles and responsibilities shown
- Senior posts clearly identified
<https://melbournparishcouncil.gov.uk/wp-content/uploads/2024/12/MPC-Organisational-Structure-December-2024.pdf>

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Pay Multiple & Senior Salaries

- Ratio between highest paid employee and median salary published
- Method clearly explained
- Any salary over £50,000 stated

<https://melbournparishcouncil.gov.uk/wp-content/uploads/2026/04/Pay-multiple-and-Senior-Salaries-2025-26.pdf>

Constitution

- Council constitution or standing orders published

<https://melbournparishcouncil.gov.uk/wp-content/uploads/2025/06/Document-2.0-Melbourn-Parish-Council-Standing-Orders-V10-May-2025.pdf>