

EARLEY TOWN COUNCIL
TRANSPARENCY CODE



About the Transparency Code

The Local Government Transparency Code 2015 is applicable to parish councils with a gross annual income or expenditure exceeding £200,000. The code covers the publication of information by local authorities about the discharge of their functions and other related matters and is intended to provide greater transparency of public bodies. Public data does not include personal information as this would contravene the Data Protection Act 2018.

In accordance with the Code and as general good practice, Earley Town Council makes the following information available:

Expenditure exceeding £500

Local authorities must publish details of individual expenditure items in excess of £500. Earley Town Council chooses to publish details of expenditure items in excess of £250, this information can be found on the 'Council Payments Made' page of its website. All items of expenditure, regardless of value, are listed on regular Orders for Payment appendices which accompany each Council agenda and Policy & Resources Committee agenda.

Procurement Information

The Town Council does not possess a Government procurement card.

Information on any invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,00 will be published on the town council's website.

Local authorities are required to publish details of any [contract](#) with a value exceeding £5,000. Earley Town Council publishes this information on the Council Documents page of its website.

Local Authority Land

Local authorities must publish details of all land and building assets. Earley Town Council publishes this on the [Council Documents](#) page of its website.

Social Housing Assets

The Town Council does not possess any social housing assets.

Grants to voluntary, community and social enterprise organisations

A copy of Earley Town Council's grants policy and the relevant application form can be downloaded from the Grants section on the [Council Documents](#) page of the town council's website. Grants are awarded three times a year and a list of all grants awarded is available on the [Council Document](#) page of the town council website.

Parking Account & Parking Spaces

The Town Council does not have a parking account, neither does it have any controlled parking spaces.

Trade Union Facility Time

The Town Council does not have any trade union representatives.

Staffing

Earley Town Council employs 20 members of staff. An organisation chart is [here](#)

Senior salaries – the Town Council is required to publish details of any senior employees earning over £50,000 per annum. In 2025/26 there were two members of staff that fell into this category –

Town Clerk/Responsible Financial Officer - Head of paid service. Proper Officer of the Council (Local Government Act 1972), responsible for the overall leadership and management of Earley Town Council’s democratic and business delivery. Also responsible for the administration of its financial affairs as Responsible Financial Officer (Section 151, Local Government Act 1972). Responsible for ensuring Council delivery is legal and in the best interests of its residents. Acts as the Council’s principal legal advisor in relation to local government law; supports councillors in strategic decision making. This officer is also the Reservoir Manager (Reservoirs Act 1975). This employee does not receive bonuses or benefits-in-kind.

Salary Band NJC scale 53 – 58 £70,176 - £80,821

Deputy Town Clerk - To deputise for the Town Clerk in their absence and assist with day to day tasks. Holds responsibility for planning related matters including the Planning & Transport Committee; HR, including compliance with legislation; developing Council policies. This employee does not receive bonuses or benefits-in-kind.

Salary Band NJC scale 38 – 43 £49,282 - £54,495

Pay Multiple

Publish the pay multiple on their website defined as the ratio between the highest taxable earnings for the given year and the median earnings figure of the whole of the authority’s workforce.

Date	Highest Pay (FTE)	Median Pay (FTE)	Median Pay Ratio
01.04.2026	£80,821	£31,022	1:2.6

Constitution

Local authorities are required to publish their Constitution on their website:

Earley Town Council’s business is governed by its [Standing Orders](#)

Earley Town Council’s financial management is governed by its [Financial Regulations](#)

Fraud

The Town Council has investigated zero cases of fraud or financial irregularity.

Waste Contracts

The Town Council has a waste contract with Select Environmental Services.