LOCAL GOVERNMENT TRANSPARENCY CODE 2015 – ANNUAL PUBLICATION DATA

MUNICIPAL YEAR 2025-26 PUBLISHED AUGUST 2025

The Local Government Transparency Code 2015 (the Code) came into effect on 1 April 2015. The code is issued by the Secretary of State for Communities and Local Government in exercise of powers under section 2 of the Local Government, Planning and Land Act 1980. The Code replaces any previous codes issued in relation to authorities in England under those powers.

The Code does not replace or supersede the existing framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community Regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

Keynsham Town Council meets the definition of a local authority covered by the requirements of the Code, as it is defined as 'a town council which has gross annual income or expenditure (whichever is higher) exceeding £200,000'.
The Code requires local authorities in England to publish the following information **quarterly**:

- **Expenditure exceeding £500**

  Local authorities must publish details of each individual item of expenditure that exceeds £500. This includes items of expenditure, consistent with Local Government Association guidance. See link below:

  Schedules of Expenditure

- **Government Procurement Card transactions**

The code requires that local authorities must publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:

• Date of the transaction
• Local authority department which incurred the expenditure
• Beneficiary
• Amount
• Value Added Tax (VAT) that cannot be recovered
• Summary of the purpose of the expenditure
• Merchant category

- **Keynsham Town Council does not use a Government Procurement Card and therefore has no information to publish.**
- **Procurement information**

The code requires that local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. For each invitation, the following details must be published:

- Reference number
- Title
- Description of the goods and/or services sought
- Start, end and review dates
- Local authority department responsible

The code requires that local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:

- Reference number
- Title of agreement
- Local authority department responsible
- Description of the goods and/or services sought
- Supplier name and details

- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract
- Value Added Tax (VAT) that cannot be recovered
- Start, end and review dates
- Whether or not the contract was a result of an invitation to quote or a published invitation to tender
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number.
-

Keynsham Town Council publishes details of invitations to tender and contracts and these can be found below:

There are no tenders or contracts over £5000.

Information to be Published Annually

- **1. Local Authority Land**

Ref No	Details	Location	Easting/Northing	Leasehold or Freehold	Includes any Buildings
1	Burnett	Church Farm Business Park, Corston, Marksbury BA2 9AP	366798 , 165995	Leasehold	Workshop
2	Manor Road	61, Manor Road, Keynsham BS31 1RE	366063 , 167100	Leasehold	Sports Facilities
3	Keynsham Cemetery	Durley Hill, Bristol BS31 2AJ	364529 , 169255	Freehold	
4	Council Office	15-17 Temple Street Keynsham BS31 1HF	365511 , 168358	Leasehold	Offices
5	Fox and Hounds	Fox and Hounds Lane, Keynsham, Bristol	365734 , 168482	Freehold	No
6	Paddock	Land West side of the	365461 , 168856	Freehold	No

		Park, Keynsham Bristol (Known as the Paddock)			

- **2. Social Housing Assets**

  The code requires that local authorities must publish details of the value of social housing stock that is held in their Housing revenue Account. The following social housing stock data must be published:

  • Valuation data to be listed at postal sector level
  • Valuation data for the dwellings using both Existing Use Value for Social Housing and market value as at 1 April
  • An explanation of the difference between tenanted sale value of dwellings within the Housing revenue Account and their market sale value

  Keynsham Town Council does not hold any social housing stock and therefore has no information to publish.

- **3. Grants to voluntary, community and social enterprise organisations**

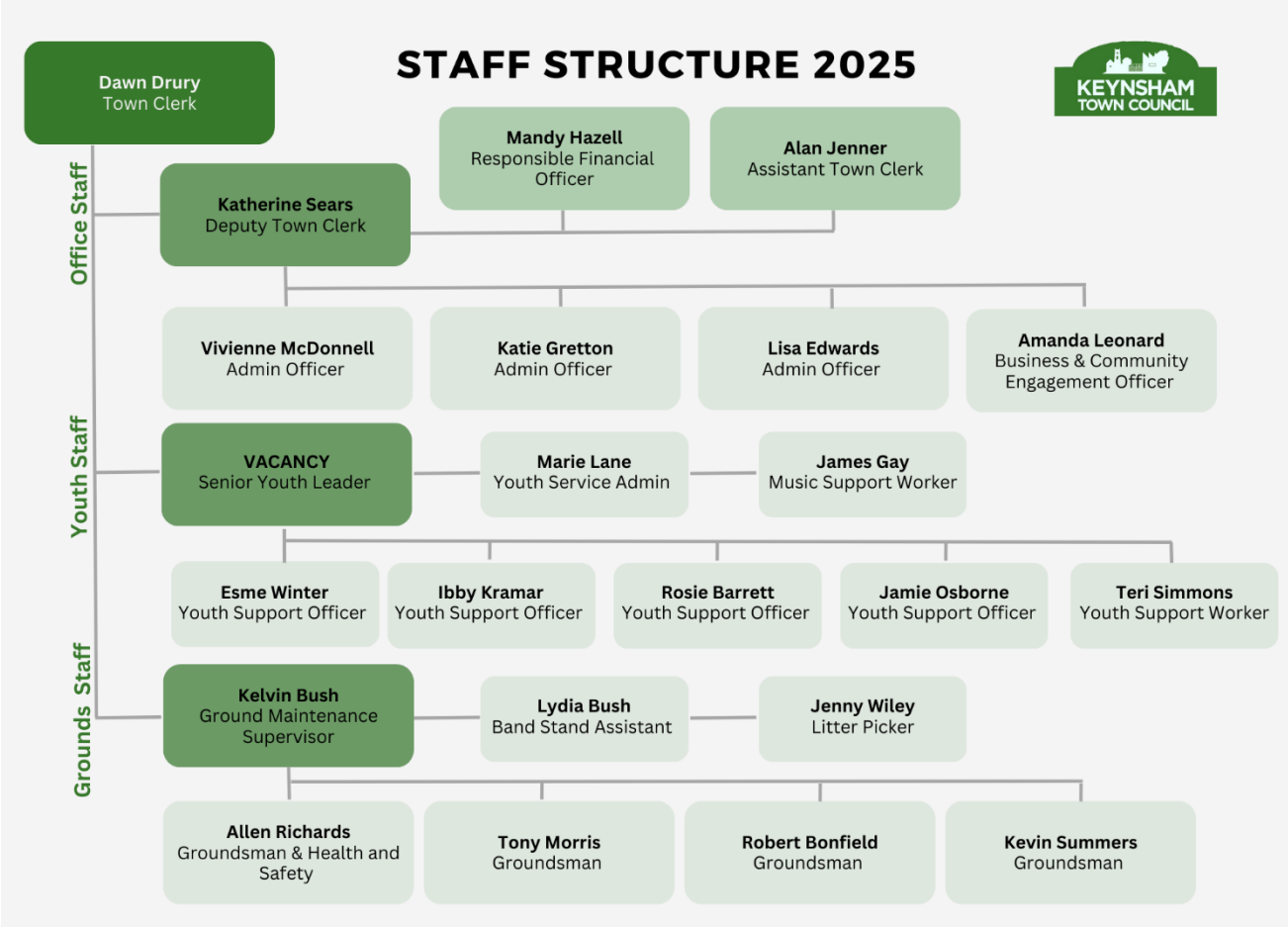
  Each year the Town Council invites applications from voluntary groups and organisations in the area for financial support.

  Applications should detail the aims and objectives of the group and the purpose for which grant support is sought. The applicant must demonstrate that the grant award will benefit the Parish of Oldland and/or its residents. There are strict criteria to which a parish council can apply its resources and Keynsham Town Council must be satisfied that the award of a grant will both satisfy a local need and comply with current empowering legislation.

  Keynsham Town Council publishes details of grant's, and these can be found here:

  Grants

- 4. **Organisation Chart**



- 5. Trade union facility time

The Code requires that local authorities must publish the following information on trade union facility time:

• Total number (absolute number and full time equivalent) of staff who are union representatives
• Total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties
• Names of all trade union represented in the local authority
• A basic estimate of spending on unions
• A basic estimate of spending on unions as a percentage of the total pay bill

Keynsham Town Council does not have a Trade Union Representative and therefore has no information to publish.

- 6. **Parking account**

  The Code requires that local authorities must publish on their website, or place a link on their website to this data if published elsewhere:

  • A breakdown of income and expenditure on the authority's parking account, including details of revenue collected form on-street parking, off-street parking and Penalty Charge Notices
  • A breakdown of how the authority has spent a surplus on its parking account

  Keynsham Town Council does not have a parking account and has no chargeable on-street parking nor enforcement rights to issue Penalty Charge Notices.

- 7. **Parking spaces**

  The Code requires that local authorities must publish the number of marked out controlled on and off street parking spaces within their area, or an estimate of the number of spaces where controlled parking spaces are not marked out in individual parking bays or spaces.

  Keynsham Town Council does not have any controlled parking bays and spaces.

- **Senior salaries**

  Local authorities are already required to publish, under the Accounts and Audit Regulations 2015, the following information with regard to senior salaries:

  • The number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
  • Details of remuneration and job title of certain senior employees whose salary is at least £50,000
  • Employees whose salaries are £150,000 or more must also be identified by name
  • In addition to this requirement, local authorities must place a link on their website to these published data or place the data itself on their website, together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff)

and details of bonuses and 'benefits-in-kind', for all employees whose salary exceeds £50,000.

Currently, Keynsham Town Council has 1 post, Town Clerk, £50,000 - £55,000) where remuneration is £50,000 or greater.

Keynsham Council does not pay bonuses or benefits in kind to employees.

- **Constitution**

  Local authorities are already required to make their constitution documents available for inspection at their offices under section 9P of the Local Government Act 2000. Local authorities must also, under the Code, publish their constitution on their website.

  Keynsham Town Council's constitution is made up of the Standing Orders, Statement of Internal Control and Financial Regulations which, can be found by clicking on the links below.

  Standing Orders

  Statement of Internal Control

  Financial Regulations

- **Pay Multiple**

The Transparency Code requires that local authorities must publish the pay multiple on their website, defined as the ratio between the highest paid taxable earning for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind) and the median earning figure of the whole of the authority's workforce.

The measure must:

- Cover all the elements of remuneration that can be valued
- Use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year

- Exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure

Keynsham Town Council's pay multiple as at 31st March 2025 is :

KEYNSHAM TOWN COUNCIL NJC & JNC STAFF PAY MULTIPLE AS AT 01.04.2025		
AS AT APRIL 2024	**SALARY**	**RATIO**
UPPER QUARTILE	37,983	1.25:1
MEDIAN QUARTILE	30,296	1.25:1
LOWER QUARTILE	23,500	1.61:1
Based upon salaries FTE		

- **Fraud**
  The code requires that local authorities publish the following information about their counter fraud work:

- • Number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014, or similar powers
  • Total number (absolute and full-time equivalent) of employees undertaking investigations and prosecutions of fraud
  • Total number (absolute and full time equivalent) of professionally accredited counter fraud specialists
  • Total amount spent by the authority on the investigation and prosecution of fraud
  • Total number of fraud cases investigated

- **Keynsham Town Council has no staff members undertaking fraud investigation work and therefore has no information to publish.**

Keynsham Town Council complies with the requirements of the Code by publishing this information on its website. Full details of the Code can be found here: Local Government Transparency Code