

# Rendlesham Parish Council Transparency Statement & Policy

## Introduction

Rendlesham Parish Council is committed to fostering a culture of openness, accountability, and transparency in all its activities. As part of our governance approach, we pledge to provide clear, accessible, and timely information to the public about council operations, decisions, and finances. We believe that transparency is fundamental to building trust with our community, ensuring effective decision-making, and encouraging active public participation in local governance.

## 1. Open Access to Information

- a. Agendas and minutes of all Council meetings
- b. Annual budgets, financial statements, and audit reports
- c. Policies, procedures, and standing orders governing Council activities
- d. Information on significant projects, community initiatives, and public consultations
- e. Details of Council members, including a link to their declarations of interest hosted by East Suffolk Council

All documentation will be made available on the Parish Council's website.

## 2. Public Engagement & Accessibility

- a. Hold regular public surgeries and Q&A sessions, allowing residents direct access to Councillors
- b. Provide multiple formats for engagement, including in-person meetings, virtual forums, and written submissions
- c. Ensure all key decisions are communicated clearly via the Council's website, social media, and email newsletters
- d. Enable residents to contribute to discussions by attending public forums at Council meetings

## 3. Regular Communications from the Chair

- a. The Chair of the Council will publish a weekly notice summarising key discussions, upcoming decisions, and progress on various initiatives
- b. Updates will be shared via:

- i. The Parish Council's website
- ii. Social media channels
- iii. An email newsletter for subscribed residents

#### 4. Transparency in Communications & Decision-Making

- a. The Council will ensure that all official communications, including emails and messages on platforms like WhatsApp, are conducted via official Parish Council accounts
- b. This guarantees that communications remain accessible for public record-keeping obligations

#### 5. Participation in Committees & Village Initiatives

- a. Invite members of the public to join Parish Council committees as non-voting participants, enabling greater community input in planning and organising local activities
- b. Create working groups for specific projects that are open to resident volunteers
- c. Promote opportunities for local residents to engage in Council-led community development programmes

#### 6. Continuous Review & Improvement

- a. The Council will regularly review and update this Transparency Statement to ensure it reflects best practices and community expectations

### Conclusion

By adopting and upholding this Transparency Policy, Rendlesham Parish Council reaffirms its dedication to openness, accountability, and active community involvement. We encourage residents to engage with us, provide feedback, and work alongside the Council to improve local governance and community wellbeing.

For further information or to access Council records, please visit our website at [www.rendleshampc.org.uk](http://www.rendleshampc.org.uk) or contact the Parish Clerk at [clerk@rendleshampc.org.uk](mailto:clerk@rendleshampc.org.uk).