

BLACKWATER & HAWLEY TOWN COUNCIL

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, Blackwater & Hawley Town Council makes the following information available:

Expenditure exceeding £500

Local authorities must public details of individual expenditure items in excess of £500. Blackwater & Hawley Town Council chooses to publish details of expenditure items in excess of £500 on an annual basis and this information can be found on 'The Annual Return' page of its website or via this link [Invoices Over 500 2025-2026.pdf](#)

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 £5,000 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. Blackwater & Hawley Town Council will publish this information on the council website.

Local Authority Land

Local authorities must publish details of all land and building assets. This must be published annually. The latest Asset Register is [here](#).

Social Housing Assets

The Town Council does not hold any social housing assets.

Grants to voluntary, community and social enterprise organisations

A copy of Blackwater & Hawley Town Council's grants policy and the relevant application form can be downloaded from the 'Council Information' page of the town council's website. Grants are awarded once a year and details of grants awarded is available [here](#).

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

Blackwater & Hawley Town Council employs 12 members of staff. An organisation chart is available on the 'Council Information' page of the website.

Senior salaries – the Town Council is required to publish details of any senior employees earning over £50,000 per annum. In 2025/26 there was one member 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 Blackwater & Hawley 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 employee does not receive bonuses or benefits-in-kind.

Salary Band NJC scale 46 – 49 £58,523 - £62,852

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 earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings 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

Date:	Highest Pay (FTE)	Median Pay (FTE)	Median Pay Ratio
01/04/2026	£62,852	£29,215	1:2.15

Constitution

Local authorities must publish their Constitution on their website. This must be published annually.

The Council's business is governed by Standing Orders, the latest of which is below.
[Standing Orders](#)

The Council's financial management is governed by Financial Regulations which is below.
[Financial Regulations](#)

Fraud

The code requires that local authorities must 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

Blackwater & Hawley Town Council has no staff members undertaking fraud investigation work and therefore has no information to publish.

Waste Contracts

Local authorities must publish details of their existing waste collection contracts at the point they first publish quarterly contract information. This is a one-off publication.

Blackwater & Hawley Town Council has waste collection contracts in place with:
 Chambers Waste Management plc