

Dear Clerk

To help support Town and Parish Councils in meeting the requirements of the new Transparency Code, West Devon Borough Council is offering **to any Town or Parish Council requesting it**, the creation of a dedicated web page on which the required documents/financial information for its Council can be published.

It is envisaged that once created, the URL link to the page will be supplied to the Clerk for inclusion on the Town/Parish Council's own website where it can be signposted as the route to access the financial information covered by the Code. Further instructions on how the page will operate will be supplied to any Town or Parish Councils taking up the offer in due course but I am able to add the following information now:

- The Webpage would be for the sole purpose of publishing Transparency Code related information, it will not be possible to offer any further pages.
- The page will be created from the Council's website template and will sit within the Council's website's main structure – as a consequence, the wording and appearance of the page for each Town and Parish Council will remain consistent, adjustments or other requests for changes cannot be accommodated.
- The Council will not be able to conduct validation checks of the documents submitted and can take no responsibility for any errors contained therein, this would also include ensuring that information covered by the Data Protection Act is correctly redacted which would remain the responsibility of the Clerk.
- It will be the responsibility of the respective Town or Parish Council to respond to any Freedom of Information requests received pertaining to the published information.
- Documents submitted for publishing will be completed within 21 days from the date of submission but the Council will take no action or responsibility to promote the availability of this information other than ensuring that the page is available to members of the public.

In the first instance, if you are interested in the Council creating this page for your Town/Parish Council, please email **[feedback@swdevon.gov.uk](mailto:feedback@swdevon.gov.uk)**

to make the initial request.