Items that will be automatically published on the website, as standard within 28 days of adoption/updating/acceptance

- Who's who on the Council/Committees
- Contact details for Parish Clerk and Council members
- Location of main Council office
- Annual return form and report by auditor
- Finalised budget (with precept amount on it)
- Financial Standing Orders and Regulations
- Strategic Plan – current year as a minimum
- Any publicly available register or list
- Assets register
- Register of members' interests – this is linked from NSDC website

Policies:

- Procedural standing orders
- Financial Regulations
- Committee and sub-committee terms of reference
- Code of Conduct
- Equality and diversity policy
- Health and safety policy
- Recruitment Policies (including current vacancies)
- Policies and procedures for handling requests for information
- Complaint's procedures (including those covering requests for information and operating the publication scheme)
- Data protection policies
- Records management policies (records retention, destruction and archive)

Meeting Documents

- Timetable of Meetings
- Agendas – the previous agenda of each meeting will remain online until the accepted minutes are published, which will then contain the agenda within the minutes
- Minutes of meetings – published once accepted
- The supporting documents for all Parish Council meetings will be able to be accessed on the public SharePoint from a link on the website no less than 48hrs prior to the meeting. These documents can also be emailed on request.
- All supporting documents including information reports will be published within the public SharePoint. Quotes will be published as a summary with no contractor names listed. i.e Contractor 1 £2000, Contractor 2 £2200
- information that is properly regarded as private to the meeting such a Tender document, quotes and legal advice will not be published to the public

Items that are "on request" and will not be automatically published but can be requested and information provided in a suitable way i.e Email or by visit to the office

Staffing structure
Borrowing Approval letter
Grants given and received - quotes, bank statements and contact details will not be shared
Responses to consultation papers
Responses to planning applications – this will be published on NSDC planning portal
Policies and procedures for the provision of services and about the employment of staff