

Current Publication Scheme		Proposed Publication Scheme				
		Key:	1	2	3	4
			Folders - Office and Library			
			Notice board - Old School			
			Website			
			Social media - notify website update			
Who we are and what we do	Where published	Who we are and what we do	1	2	3	4 comment
Name, address and contact details.	Village notice boards, website, monthly parish news and quarterly magazine.	Name, address and contact details.	✓	✓	✓	✓ permanent on social media
Councillor details	Website and notice boards	Councillor details	✓		✓	✓
Councillor committee membership	Website and notice boards	Councillor committee membership			✓	✓
Staff contact details	Website and notice boards	Staff contact details	✓	✓	✓	✓
List of activities/purpose	Website	List of activities/purpose	✓		✓	✓
What we spend and how we spend it		What we spend and how we spend it				
Annual return form and report by auditor	Website and notice boards	Annual return form and report by auditor	✓		✓	✓
Finalised budget	Website and notice boards through minutes	Finalised budget	✓		✓	✓
Precept	Website, notice boards, annual report	Precept	✓		✓	✓
Financial Standing Orders and Regulations	Website	Financial Standing Orders and Regulations	✓		✓	✓
		Expenditure Exceeding £500 Procurement information			✓	✓
		Local authority land	✓		✓	✓
		Grants			✓	✓
What our priorities are and how we are doing		What our priorities are and how we are				
Annual report Village	notice boards, website, parish news, quarterly magazine.	Annual report Village	✓	✓	✓	✓
		Neighbourhood Plan	✓		✓	✓
How we make decisions		How we make decisions				
		Calendar of meetings	✓	✓	✓	✓
Agendas of meetings	Website and notice boards	Agendas of meetings		✓	✓	✓
Minutes of meetings	Website and notice boards	Minutes of meetings		✓	✓	✓
Reports presented to Council meetings	Website and notice boards - through agenda	Reports presented to Council meetings			✓	✓
Responses to consultation papers	Website and notice board - through minutes	Responses to consultation papers			✓	✓
Responses to planning applications	Website and notice board -through minutes	Responses to planning applications			✓	✓
Our policies and procedures		Our policies and procedures				
For the conduct of Council business:		For the conduct of Council business:				
. Procedural Standing Orders	Website	. Procedural Standing Orders	✓		✓	✓
. Committee and Sub-committee terms of reference	Website	. Committee and Sub-committee terms of reference	✓		✓	✓
. Code of Conduct	Website	. Code of Conduct	✓		✓	✓
For the provision of service and about the employment of staff:		For the provision of service and about the				
. Equality and Diversity	Website	. Equality and Diversity	✓		✓	✓
. Health and Safety	Website	. Health and Safety	✓		✓	✓
. Complaints Procedure	Website	. Complaints Procedure	✓		✓	✓
. Data Protection	Website	. Data Protection	✓		✓	✓
Lists and Registers		Lists and Registers				
Asset Register	Website and notice board - through minutes	Asset Register	✓		✓	✓
Register of Members' Interests'	link from District Authority's website	Register of Members' Interests'	✓		✓	✓ link from District Authority's website
Register of gifts and hospitality	link from District Authority's website	Register of gifts and hospitality	✓		✓	✓
The services we offer		The services we offer				
Village Hall hire	Website and notice boards.	Village Hall hire	✓	✓	✓	✓
Stafford Orchard Park hire	Website and notice boards.	Stafford Orchard Park information and hire	✓	✓	✓	✓
Community Library	Website and notice boards	Community Library	✓	✓	✓	✓
Quorn Walks leaflets	Website and notice boards	Quorn Walks leaflets	✓	✓	✓	✓
Kelcey Walks booklet	Website and notice boards	Kelcey Walks booklet	✓	✓	✓	✓
WW1 Commemorative Magazine	Website and notice boards	WW1 Commemorative Magazine	✓	✓	✓	✓
		Old School Hire	✓	✓	✓	✓
		Caves Field	✓	✓	✓	✓

Exempt Material		Exempt Material					
Personal information relating to Councillors (other than required to be declared in Register of Interest) Personal information relating to employees Tenders and bids from contractors and suppliers Note: Data Protection Legislation prohibits the publication of certain categories of information.		Personal information relating to Councillors (other than required to be declared in Register of Interest) Personal information relating to employees Tenders and bids from	✓		✓	✓	
Charging Policy		Charging Policy					
Information can be inspected, by appointment at the Council Office free of charge. Information that can be photocopied without breaching copyright laws can be copied on the Council Office's photocopier at the cost of 10p per A4 sheet. A detailed search of records (for example Council Minutes) is subject to a charge of £10 per search		Information can be inspected, by appointment at the Council Office free of charge. Information that can be photocopied without breaching copyright laws can be copied on the Council Office's photocopier at	✓		✓	✓	
Review of Policy		Review of Policy					
This Policy will be reviewed annually at the February meeting of the Policy and Finance Committee.		This Policy will be reviewed annually at the February meeting of the Policy and Finance Committee.	✓		✓	✓	<i>change committee and date information when new committee structure decided</i>
Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.							