



# PUBLICATION OF DOCUMENTS

Chiddingly Parish Council

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Julie O'Donnell  
clerk@chiddingly.gov.uk  
(cover page)

## Publication of documents policy

The Parish Council is obliged to publish agendas, minutes and any sub-committee reports. These documents are already published.

This policy covers the publication of other reports and documentation.

“Publication” – means placing the documents on the public pages of the Parish Council Web Site

“Parish Council Document” – means a document originated by a member or officer of the Parish Council on behalf of the Parish Council or for consideration by the Parish Council

“3<sup>rd</sup> Party Document” – means a document originated by someone other than a member or officer of the Parish Council and in the possession of the Parish Council for consideration by the Parish Council.

In general, emails to the Parish Council are not regarded as “3<sup>rd</sup> Party Documents” unless they are intended to be circulated to all members of the council for consideration at a meeting.

**1:** All documents to be considered at a Parish Council meeting will be published before that meeting except for:

**1.1:** Any document that qualifies as exempt under the Freedom of Information Act.

**1.2:** Any document containing commercially sensitive information, or confidential information.

**1.3:** Any document considered to be a work in progress intended for publication at some future date when work on it is complete.

**1.4:** Documents that are received by the clerk too late for publication before the meeting. These will be published within a few days after the meeting (subject to the exceptions listed above).

**2:** The decision on whether a document meets any of the exceptions above is that of the clerk and is final.

In addition

**3:** A 3<sup>rd</sup> Party document will be published only if the author of the document has given explicit permission for its publication. The Parish Council will seek permission to publish all documents on their receipt.