



**Information available from Wivelsfield Parish Council under the Freedom of Information Act  
Model Publication Scheme**

Reviewed and Re-Adopted at the Meeting of 4 May 2021

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Hard Copy and Website	*
Contact details for Parish Clerk and Council members	Hard Copy and Website	*
Location of main Council office and accessibility details	Hard Copy and Website	*
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard Copy	*
Finalised budget	Hard Copy & Website	*
Precept	Hard Copy	*
Financial Standing Orders and Regulations	Hard Copy & Website	*
Grants given and received	Hard Copy	*
List of current contracts awarded and value of contract	Hard Copy	*
Members' allowances and expenses	Hard Copy	*

<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	*
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy & Website	*
Agendas of meetings (as above)	Hard Copy & Website	*
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	*
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	*
Responses to consultation papers	Hard Copy	*
Responses to planning applications	Hard Copy <sup>1</sup>	*
<b>Class 5 – Our policies and procedures</b> Current information only		
<b>Class 6 – Lists and Registers</b>		

<sup>1</sup> Responses to Planning Applications may also be viewed on the [Lewes District Council Planning Public Access website](#) by searching on the relevant application reference

Currently maintained lists and registers only		
Asset Register	Hard Copy & Website	*
Register of members' interests	Hard copy & website	*
Register of gifts and hospitality	Only available for inspection	*
<b>Class 7 – The services we offer:</b>		
Current information only		
Community centres and village halls	Hard Copy	*
Parks, playing fields and recreational facilities	Hard Copy	*
Seating, litter bins, clocks, memorials and lighting	Hard Copy	*
Bus shelters	Hard Copy	*

\* = No charge shall be made for requests that are considered reasonable.

Review May 2022