



Turners Hill Parish Council  
 The Ark  
 Mount Lane  
 Turners Hill  
 West Sussex RH10 4RA  
 01342 712226

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[www.turnershillparishcouncil.gov.uk](http://www.turnershillparishcouncil.gov.uk)

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### Information available from Turners Hill Parish Council under the publication scheme

Council will comply with the published statutory time limit for responding which is 20 working days.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who are the Parish Councillors	Website Hardcopy	Free 10p per sheet
Membership of Committees	Website Hardcopy	Free 10p per sheet
Contact details for Parish Clerk and Council members	Website Hardcopy External notice board	Free 10p per sheet Free
Location of main Council office and accessibility details	Website Parish Magazine Hardcopy	Free Free 10p per sheet
Staffing structure	Hardcopy	10p per sheet
<b>Class 2 – What we spend and how we spend it</b>		
Annual Return and Report by Auditor	Website Hardcopy	Free 10p per sheet
Finalised budget	Website Hardcopy	Free 10p per sheet
Precept	Website Hardcopy	Free 10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website Hardcopy	Free 10p per sheet
Grants given and received	Hardcopy	10p per sheet
List of current contracts awarded and value of contract	Hardcopy	10p per sheet
Members' allowances and expenses	Not applicable	
Chairman's allowances and expenses	Hardcopy	10p per sheet

<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Action Plan	Website Hardcopy	Free 10p per sheet
Annual Report to Parish Meeting	Website Hardcopy	Free 10p per sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Neighbourhood Plan	Website Hardcopy	Free 10p per sheet
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Website Hardcopy	Free 10p per sheet
Agendas of meetings	Website Hardcopy	Free 10p per sheet
Minutes of meetings	Website Hardcopy	Free 10p per sheet
Reports presented to council meetings	Website Hardcopy	Free 10p per sheet
Responses to consultation papers	Hardcopy	10p per sheet
Responses to planning applications	MSDC Website Hardcopy	Free 10p per sheet
Bye-laws	Not applicable	
<b>Class 5 – Policies and procedures</b>		
<b>For the conduct of council business:</b>		
Procedural standing orders	Website Hardcopy	Free 10p per sheet
Committee terms of reference	Website Hardcopy	Free 10p per sheet
Delegated authority in respect of officers	Hardcopy	10p per sheet
Code of Conduct	Website Hardcopy	Free 10p per sheet
Policy statements	Hardcopy	10p per sheet
<b>For the provision of services and about the employment of staff:</b>		
Internal policies relating to the delivery of services	Not applicable	
Equality and diversity policy	Hardcopy	10p per sheet
Health and safety policy	Hardcopy	10p per sheet
Recruitment policies	Hardcopy	10p per sheet
Policies and procedures for handling requests for information	Hardcopy	10p per sheet
Complaints procedures	Website Hardcopy	Free 10p per sheet
Information security policy	Hardcopy	10p per sheet

Records management policies (records retention, destruction and archive)	Hardcopy	10p per sheet
Data protection policies	Hardcopy	10p per sheet
Schedule of charges (for the publication of information)	Hardcopy	10p per sheet
<b>Class 6 – Lists and Registers</b>		
Any publicly available register	Hardcopy	10p per sheet
Assets Register	Hardcopy	10p per sheet
Disclosure log	Hardcopy	10p per sheet
Register of members' interests	Website Hardcopy	Free 10p per sheet
Register of gifts and hospitality	Hardcopy	10p per sheet
<b>Class 7 – The services we offer</b>		
Allotments	Hardcopy	10p per sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Website Hardcopy	Free 10p per sheet
Parks, playing fields and recreational facilities	Website Hardcopy	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hardcopy	10p per sheet
Bus shelters	Hardcopy	10p per sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees	Hardcopy	10p per sheet
<b>Additional Information</b>	None	

### Contact details:

Leanne Bannister

Turners Hill Parish Council

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### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost of photocopying
Cost for time (if exceeds 18 hours)	If a long or complex request is made	£450

Adopted on: 7<sup>th</sup> May 2024