

# TUTBURY PARISH COUNCIL

Clerk:  
K Duffill

9 PINFOLD CLOSE  
TUTBURY  
BURTON UPON TREN  
STAFFORDSHIRE DE13 9NJ  
clerk@tutbury.staffslc.gov.uk

Telephone:  
07486 406045

## FREEDOM OF INFORMATION ACT

The parish council has adopted the Model Publication Scheme as approved by the Information Commissioner. Details of the information that is publicly available from the Council can be found in the Guide to Information which can be obtained from:

Mrs K Duffill (Clerk to the Council)  
9 Pinfold Close  
Tutbury  
Burton on Trent  
Staffordshire  
DE13 9NJ  
clerk@tutbury.staffslc.gov.uk

## Information available from Tutbury Parish Council under the Freedom of Information Act publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copies from the Clerk to the Council) Or website</p>	<p>See schedule of charges below</p>
<p><b>Who's who on the Council and its Committees (-)</b></p> <p>Lesley Beighton( Strategy, Playing Fields, Emergency 49 Blue Bell Way Tutbury DE13 9LJ 01283 814447</p> <p>Mr F Crossley Chairman (Open Space, Highways, Planning Community Building, Emergency) 23 Church Street Tutbury BURTON UPON TRENT DE13 9JE Tel: 01283 – 812054</p> <p>Mr W Crossley, (Finance, Planning, strategy Tutbury Twinning) 'Saffron House' 1 Burton Road Tutbury BURTON UPON TRENT DE13 9NR Tel: 01283 – 812620</p> <p>Mr K England (Planning, Church, Finance, community Building) 20 Lavender Way, Tutbury, DE13 9LN 01283 354008</p>	<p>(hard copy or website)</p>	

Ms M H Guest, (Church, Community , Tutbury Twinning, Employment)  
65 Park Lane  
Tutbury  
BURTON UPON TRENT  
DE13 9HR  
Tel: 01283 – 810648

Mr D C Morris (Playing fields, Open space)  
58 Wakefield Avenue  
Tutbury  
BURTON UPON TRENT  
DE13 9JX  
Tel: 01283 - 815020

Mr M Powell (Community Building, Highways, Planning)  
24 Bluebell Way  
Tutbury  
DE13 9LJ  
01283 343346

Mr Garry Raybould (Playing fields, Strategy, open space)  
32 Ludgate Street  
Tutbury  
DE13 9NG  
01283 480640

Mr T Spencer-Smith (Tutbury twinning, IT, community engagement, Finance)  
23 Castle Street  
Tutbury  
BURTON UPON TRENT  
DE13 9JF  
Tel: 01283 - 814524

Mrs Chrys Smedley , (Community Building, Emergency, Highways, Church, Employment, Emergency)  
37 Ferrers Ave  
Tutbury DE13 9JP  
01283814218

Mr P Steadman (Community engagement, Strategy, IT)  
13 The Park Pale  
Tutbury  
BURTON UPON TRENT  
DE13 9LB  
Tel: 01283 – 812937

<p><b>Contact details for Parish Clerk:</b>  Mrs Karen Duffill  9 Pinfold Close  Tutbury  BURTON UPON TRENT  DE13 9NJ  Tel: 07486 406045  clerk@tutbury.staffslc.gov.uk</p>		
<p><b>Location of main Council office and accessibility details</b>  Clerks Address: visits by appointment</p> <p>Parish Council meetings open to the public in the Tutbury Village Hall Small Room</p>		
<p><b>Staff:</b>  Clerk and Responsible Financial Officer:  Mrs Karen Duffill</p>		
<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit in the current and previous financial year)</p>	<p>(Hard copies from the Clerk to the Council) Or Website</p>	<p>See schedule of charges below 10p per page</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy or website</p>	
<p>Finalised budget</p>	<p>Hard copy or website</p>	
<p>Precept</p>	<p>Hard copy or website</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy or website</p>	
<p>Grants given and received</p>	<p>Hard copy or website</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>	
<p>Members' allowances and expenses</p>	<p>Hard copy or website</p>	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (audits, inspections and reviews)</p>	<p>(Hard copies from the Clerk to the Council) or website</p>	<p>See schedule of charges below</p>
<p>Annual Report to Parish or Community Meeting (current and previous year)</p>	<p>Hard copy or website</p>	
<p>Internal audit reviews</p>	<p>Hard copy or website</p>	
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions -</p>	<p>(Hard copies from the Clerk to the Council)</p>	<p>See schedule</p>

current and previous council year)		of charges below
<b>Timetable of meetings:</b> Ordinary Council, Meetings 3 <sup>rd</sup> Monday of each Month Committee/sub-committee as and when required Annual Parish Meeting May each year	Hard copy or website	
Agendas of meetings (as above)	Hard copy or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Responses to consultation papers	Hard copy or website	
Responses to planning applications	Hard copy or website	
Bye-laws	Hard copy or website	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(Hard copies from the Clerk to the Council) or website	See schedule of charges below
Information on the policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Hard copies from the Clerk to the Council) or website	
Information on the policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copies from the Clerk to the Council) or website	
Records management policies (records retention, destruction and archive)	Hard copy	
Schedule of charges for the publication of information)	See below	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(Hard copies from the Clerk to the Council) or website	See schedule of charges below
Assets Register	Hard copy or website	
Register of members' interests	Hard copy or website	
<b>Class 7 – The services we offer</b> Information about the services we offer, Current information only	Hard copies from the Clerk to the Council; some information may only be available by inspection)	
Burial grounds and closed churchyards		
Parks, playing fields and recreational facilities		
Seating, litter bins Bus shelters		
A summary of services for which the council recovers a fee, together with those fees:		
Hire of football pitches		
<b>Additional Information</b>		

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost* 10p
	Photocopying @ 70p per A4 sheet (colour)	Actual cost*70p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None applied	In accordance with the relevant legislation
<b>Other</b>		

\* The actual cost incurred by the public authority