

TUTBURY PARISH COUNCIL

Clerk:
K Duffill

9 PINFOLD CLOSE
TUTBURY
BURTON UPON TRENT
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>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(Hard copies from the Clerk to the Council)	See schedule of charges below
<p>Who's who on the Council and its Committees (-)</p> <p>Mr A Allen (Footpaths, Playing fields & IT) 133 Ferrers Avenue Tutbury BURTON UPON TRENT DE13 9JJ 07761658254</p> <p>Mrs S Adams (Footpaths, Playing fields, Planning & Emergency) 15a High Street Tutbury BURTON UPON TRENT DE13 9LP Tel: 01283 . 815103</p> <p>Mr F Crossley Chairman (Footpaths, Playing Fields Planning & Emergency) 23 Church Street Tutbury BURTON UPON TRENT DE13 9JE Tel: 01283 . 812054</p> <p>Mr W Crossley, Vice Chairman (Footpaths, Playing Fields, Planning & Emergency) Saffron Houseq 1 Burton Road Tutbury BURTON UPON TRENT DE13 9NR Tel: 01283 . 812620</p>		

Ms M H Guest, (Footpaths, Playing Fields, Planning)
 65 Park Lane
 Tutbury
 BURTON UPON TRENT
 DE13 9HR
 Tel: 01283 . 810648

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

Mr T Spencer-Smith (Footpaths, Playing Fields & IT)
 23 Castle Street
 Tutbury
 BURTON UPON TRENT
 DE13 9JF
 Tel: 01283 - 814524

Mr P Steadman (Footpaths, Playing Fields & IT)
 13 The Park Pale
 Tutbury
 BURTON UPON TRENT
 DE13 9LB
 Tel: 01283 . 812937

Lesley Beighton(Footpaths, Playing fields, Planning &
 Emergency)
 49 Blue Bell Way
 Tutbury
 DE13 9LJ
 01283 814447

Mrs Chrys Smedley Footpaths, Playing fields, Planning &
 Emergency)
 37 Ferrers Ave
 Tutbury DE13 9JP
 01283814218

Ms Jayne Hale (Footpaths, Playing fields)
 5 Burton Street
 Tutbury
 DE13 9NR
 078771 5977

Contact details for Parish Clerk: Mrs Karen Duffill 9 pinfold Close Tutbury BURTON UPON TRENT DE13 9NJ Tel: 07486 406045 clerk@tutbury.staffslc.gov.uk		
Location of main Council office and accessibility details Clerks Address: visits by appointment Parish Council meetings open to the public in the Charity Office, Duke Street Tutbury		
Staff: Clerk and Responsible Financial Officer: Mrs Karen Duffill		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit in the current and previous financial year)	(Hard copies from the Clerk to the Council)	See schedule of charges below
Annual return form and report by auditor		
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members allowances and expenses		
Class 3 – What our priorities are and how we are doing (audits, inspections and reviews)	(Hard copies from the Clerk to the Council)	See schedule of charges below
Annual Report to Parish or Community Meeting (current and previous year)		
Internal audit reviews		

Class 4 – How we make decisions (Decision making processes and records of decisions - current and previous council year)	(Hard copies from the Clerk to the Council)	See schedule of charges below
Timetable of meetings: Ordinary Council, Meetings 3 rd Monday of each Month Committee/sub-committee as and when required Annual Parish Meeting May each year		
Agendas of meetings (as above)		
Minutes of meetings (as above) . nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copies from the Clerk to the Council)	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		
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)		
Records management policies (records retention, destruction and archive)		
Schedule of charges for the publication of information)		

Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copies from the Clerk to the Council)	See schedule of charges below
Assets Register		
Register of members' interests		
Class 7 – The services we offer 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		
Additional Information		

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ per A4 sheet (black & white)	Actual cost* 10p
	Photocopying @ per A4 sheet (colour)	Actual cost*70p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the

		relevant legislation (quote the actual statute)
Other		

* The actual cost incurred by the public authority