

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 (Uploaded 24 Sep 17)

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>	<p>(Hard copies from the Clerk to the Council) Or website</p>	<p>See schedule of charges below</p>
<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 House' 1 Burton Road Tutbury BURTON UPON TRENT DE13 9NR Tel: 01283 – 812620</p>	<p>(hard copy or website)</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) Or Website	See schedule of charges below 10p per page
Annual return form and report by auditor	Hard copy or website	
Finalised budget	Hard copy or website	
Precept	Hard copy or website	
Financial Standing Orders and Regulations	Hard copy or website	
Grants given and received	Hard copy or website	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy or website	
Class 3 – What our priorities are and how we are doing (audits, inspections and reviews)	(Hard copies from the Clerk to the Council) or website	See schedule of charges below
Annual Report to Parish or Community Meeting (current and previous year)	Hard copy or website	
Internal audit reviews	Hard copy or website	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions - current and previous council year)</p>	(Hard copies from the Clerk to the Council)	See schedule of charges below
<p>Timetable of meetings: Ordinary Council, Meetings 3rd Monday of each Month Committee/sub-committee as and when required Annual Parish Meeting May each year</p>	Hard copy or website	
<p>Agendas of meetings (as above)</p>	Hard copy or website	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	Hard copy or website	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	Hard copy or website	
<p>Responses to consultation papers</p>	Hard copy or website	
<p>Responses to planning applications</p>	Hard copy or website	
<p>Bye-laws</p>	Hard copy or website	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(Hard copies from the Clerk to the Council) or website	See schedule of charges below
<p>Information on the policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copies from the Clerk to the Council) or website	
<p>Information on the policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Hard copies from the Clerk to the Council) or website	
<p>Records management policies (records retention, destruction and archive)</p>	Hard copy	
<p>Schedule of charges for the publication of information)</p>	See below	

Class 6 – Lists and Registers 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	
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 @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 nd class
Statutory Fee	None applied	In accordance with the relevant legislation
Other		

* The actual cost incurred by the public authority