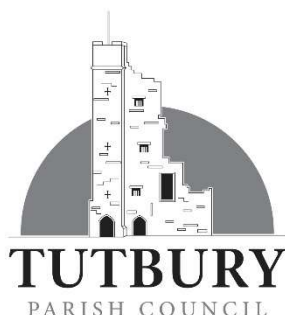


TUTBURY PARISH COUNCIL



9 PINFOLD CLOSE
TUTBURY BURTON UPON
TRENT STAFFORDSHIRE
DE13 9NJ

Telephone:
07486 406045
Clerk Karen Duffill

theclerk@tutburyparishcouncil.gov.uk
www.tutburyparishcouncil.gov.uk

Tutbury Parish Council - Publication Scheme

Introduction

Tutbury Parish Council has adopted the Model Publication Scheme approved by the Information Commissioner's Office (ICO). This scheme commits the Council to proactively publish information as part of its normal business activities.

The information can be obtained from:

Mrs Karen Duffill

Clerk to Tutbury Parish Council

9 Pinfold Close

Tutbury

Burton-on-Trent

Staffordshire

DE13 9NJ

Email: theclerk@tutburyparishcouncil.gov.uk

Telephone: 07486 406045

Classes of Information Available

Class	Description	How to Access	Cost
1. Who we are and what we do	Organisational information, locations, contacts, governance	Website / Clerk	See Schedule of Charges

Class	Description	How to Access	Cost
2. What we spend and how we spend it	Financial information: budgets, audits, procurement	Website / Clerk	See Schedule of Charges
3. What our priorities are and how we are doing	Strategies, plans, performance reports	Website / Clerk	See Schedule of Charges
4. How we make decisions	Decision-making processes, minutes	Website / Clerk	See Schedule of Charges
5. Our policies and procedures	Current protocols and procedures	Website / Clerk	See Schedule of Charges
6. Lists and registers	Publicly available registers	Website / Clerk	See Schedule of Charges
7. The services we offer	Services provided by the Council	Website / Clerk	See Schedule of Charges

Detailed Information

Class 1: Who we are and what we do

- Councillors:
 - Mrs Tina Adams
 - Mr David Bull
 - Mr F Crossley
 - Miss Lydia Rose Crossley
 - Mrs Gillian Hough
 - Mr K England
 - Mr Alex Hall
 - Mr D C Morris
 - Mrs Chrys Smedley
 - Mr P Steadman
 - Mrs M Upton
- Clerk and Responsible Financial Officer: Mrs Karen Duffill
- Main Office Location: Clerk's home address (by appointment only)
- Meetings:
 - Full Council: 3rd Monday each month at Tutbury Village Hall
 - Committees: Charity House, Duke Street, Tutbury

Class 2: What we spend and how we spend it

- Annual returns, audits, budgets, precept
- Financial regulations, grants issued, contracts awarded
- Members' allowances and expenses

Class 3: What our priorities are and how we are doing

- Annual reports
- Internal audit reports

Class 4: How we make decisions

- Meeting schedules
- Agendas, minutes, and decision reports

Class 5: Our policies and procedures

- Standing orders, financial regulations, code of conduct
- Complaints, data protection, and equality policies

Class 6: Lists and registers

- Asset register
- Councillors' Interests Register (via East Staffordshire Borough Council)

Class 7: The services we offer

- Public open spaces, recreational areas, bus shelters, seats, litter bins

Note: Tutbury Parish Council does not manage burial grounds, cemeteries, or allotments.

How to Access Information

- Available on the Council's website
- Hard copies available from the Clerk upon request
- Inspection by appointment

Schedule of Charges

Type of Charge	Description	Basis of Charge
Photocopying (B&W)	10p per A4 sheet	Actual cost
Photocopying (Colour)	70p per A4 sheet	Actual cost
Postage	Royal Mail 2nd Class	Actual cost
Statutory Fees	Not applicable	-

Payment may be required in advance.

Requests for Information

If the information you seek is not published under this scheme, you may make a written request under the Freedom of Information Act 2000:

Email: theclerk@tutburyparishcouncil.gov.uk