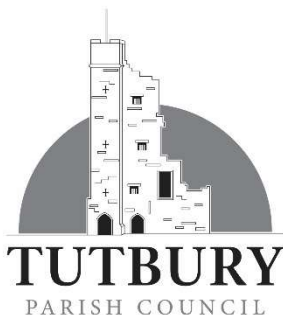


TUTBURY PARISH COUNCIL



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

1. Who we are and what we do

Information available:

- Councillors:
 - Mr Max Bladon
 - Mr David Bull
 - Mr F Crossley
 - Miss Lydia Rose Crossley

- Mrs Gillian Hough
- Mr Alex Hall
- Mr D C Morris
- Mrs Chrys Smedley
- Mr P Steadman
- Mrs M Upton
- Clerk and Responsible Financial Officer: Mrs Karen Duffill
- Council structure and roles
- Meeting arrangements:
 - Full Council meetings are held on the **third Monday of each month at Tutbury Village Hall**
 - Committee meetings are held at **Charity House, Duke Street, Tutbury**

How to access:

- Website (Council section)
- Or by contacting the Clerk

2. What we spend and how we spend it

Information available:

- Annual accounts and audit returns (AGAR)
- Annual budget and precept information
- Financial regulations
- Grants awarded by the Council
- Contracts and procurement information

How to access:

- Website (Finance section)
- Or from the Clerk on request

3. What our priorities are and how we are doing

Information available:

- Annual reports (where produced)
- Internal audit reports
- Community updates and project information

How to access:

- Website (News / Council information)
- Or from the Clerk

4. How we make decisions

Information available:

- Meeting schedules

- Agendas for meetings
- Approved minutes
- Reports presented to Council

How to access:

- Website (Meetings section)
- Or from the Clerk

5. Our policies and procedures

Information available:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints Procedure
- Data Protection policies
- Equality policies and other governance documents

How to access:

- Website (Policies & Procedures section)
- Or from the Clerk

6. Lists and registers

Information available:

- Asset Register
- Register of Members' Interests
(published via East Staffordshire Borough Council)

How to access:

- East Staffordshire Borough Council website
- From the Clerk on request

7. The services we offer

Information available:

- Management of public open spaces
- Recreational facilities
- Bus shelter and benches
- Community support and grants

Note:

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

Schedule of Charges

Type of Charge	Description	Cost
Photocopying (B&W)	A4 per sheet	10p
Photocopying (Colour)	A4 per sheet	70p
Postage	Royal Mail 2nd Class	Actual cost
Statutory Fees	Where applicable	As set by legislation

Payment may be required in advance.

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

Date last Ratified/Approved	Version Number	Revision/Amendment Made
20.4.26	2	May 2027