

**Freedom of Information Act 2000**  
**Information available from Sutton-on-Trent Parish Council under the Model Publication Scheme**

Information to be published	How the information can be obtained
<b>Organisational information</b> (structure, location and contacts - this will be current information only )	Notice Boards and Website
<b>Policies and Procedures</b> Code of Conduct 2012 Standing Orders and Financial Regulations (updated May 2019) Data Protection Policies (GDPR Compliant) Risk Assessment Cemetery Fees	Website
<b>Decision Making Process and Records of Decisions</b> Agenda  Meeting Minutes  Responses to Planning Applications Consultations	Notice Board and Website 3 days in advance of a meeting  Notice Boards and Website  By application to the Clerk
<b>Financial</b> Current Year Budget Annual Audit	Website
<b>Additional Information</b>	By application to the Clerk

Where information is available from the parish website, it can be accessed at [www.suttonontrent.org.uk](http://www.suttonontrent.org.uk)

Where a hard copy of any of the above documentation is required this should be requested in writing to [clerk@suttonontrent.org.uk](mailto:clerk@suttonontrent.org.uk) The request will be responded to within the time frame as laid down in the Freedom of Information Act 2000, namely 20 days from receipt of request.

Charges will apply at actual cost incurred to reproduce.

The public are invited to attend any meeting of the Parish Council.

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