



Town Clerk: Mrs Judy Morris BA(Hons)

The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

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01884 38249

12 July 2019

Mr Mike Thompson  
Request-588912-7819c11e@whatdotheyknow.com

Dear Mr Thompson

### **REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2014**

I refer to your request for information made under the Freedom of Information Act which was received on 11 July 2019. You requested the following information relating to recording at Council meetings as follows:

1. *Could you please supply a list of all audio recordings completed by Date Order & Committee name please.*
2. *Could you please provide aa audio copy of the Policy & Finance Meeting that took place today 11th July 2019.*

You also requested information relating to the Openness and Transparency Act as follows:

*A report was submitted to Cullompton Town Council, dated September 2018, concerning this legislation and various recommendations were recommended to which the Town Council should comply with. As this matter within the report was of Public Interest and should in the main be complied with, can you please confirm when this was officially approved by the town council and implemented into general use.*

*I am aware that the original meeting had 2 members leave during the meeting and it was NOT Quorate to pass this to Full Council as a recommendation, could you please confirm .....*

1. *That this has now been passed as a full policy and produce details of date / committee approving it and when it was fully implemented.*
2. *Please provide copy of full approved policy"*

A final decision on your request would normally be sent to you within 4 weeks, where a week is defined as 5 working days, excluding the weekend and public holidays. This means that you can expect a decision letter to be issued not later than Friday 9 August 2019.

I wish to advise you that all non personal FOI requests, and associated documents released will be recorded on an FOI disclosure log which will be published on the Town Council website in due course.

There are some limited situations under the FOI Act, where a decision may take longer than 4 weeks. If this occurs in the case of your request, we will advise you promptly in writing setting out the reasons and the new decision date.

Section 27 of the Act provides for the charging of fees in relation to costs associated with search, retrieval and copying of records. You will be advised shortly if any such fee applies in this case.

If you have not heard from us once the allotted time has expired you are automatically entitled to appeal to Cullompton Town Council, 1 High Street, Cullompton, Devon EX15 1AB for a review of the matter. This review proceeds on the legal basis that the initial request is considered to be refused once the specified time for responding to it has expired. The review is a full and new examination of the matter carried out by another member of staff.

If you are not happy with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. The Information Commission can be contacted at: The Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

If you have any queries about this letter or require any additional information then please contact me.

Yours sincerely

Mrs Judy Morris  
TOWN CLERK