



Town Clerk: Mrs Judy Morris BA(Hons)

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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. I have now completed a search of the Council's records and I have responded underneath each request.

For information the Minutes of the meeting to which you refer in your request are the Minutes of the Policy Review Working Group. The recommendation of the Working Group has not been adopted by the full Council and the policy for recording of meetings will be reviewed at a meeting of the Working Group due to be held on Wednesday 24 July 2019.

Copies of all Cullompton Town Council policies can be found on the Town Council's website.

1. *Could you please supply a list of all audio recordings completed by Date Order & Committee name.*

The Council's Standing Orders state as follows: *"Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed"*.

The recordings are destroyed once the Minutes have been approved and the only meeting for which the Council currently holds a recording is the full council meeting held on 27 June 2019.

2. *Could you please provide an audio copy of the Policy & Finance Meeting that took place today 11th July 2019.*

The Policy, Finance and Personnel Committee meeting held on 11 July 2019 was not recorded and the Council is, therefore, unable to provide a copy of the audio recording.

3. 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.

The Report was an audit of the Council's compliance with the Local Government Transparency Code 2015 and contained recommendations for ways in which the Council could improve access to information, including how it publishes information on its website. These recommendations are being actioned by Council staff as and when there is time available. There is no policy document.

2. Please provide copy of full approved policy. As explained above there is no specific policy relating to the Council's compliance with the Local Government Transparency Act as the Act is legislation and the Council is required to comply with it.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision you may write to: Cullompton Town Council, 1 High Street, Cullompton EX15 1AB

If you are not content with the outcome of your complaint or review then you may apply directly to the Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF for a decision.

Yours sincerely

Mrs Judy Morris
TOWN CLERK