

Amgueddfa Cymru  
Parc Cathays, Caerdydd CF10 3NP  
Ffôn: (029) 2039 7951  
Ffacs: 0300 1112 444  
**Amgueddfa Cymru – National Museum Wales**  
Cathays Park, Cardiff CF10 3NP  
Tel (029) 2039 7951  
Fax: 0300 1112 444

amgueddfa  
cymru national  
museum  
wales

Mr Philip Rapier

Sent By Email: [request-286001-47c18b6d@whatdotheyknow.com](mailto:request-286001-47c18b6d@whatdotheyknow.com)

20 August 2015

Dear Mr Rapier

FOI Reference 15-003a

I refer to your two e-mails of 15 August 2015 where you requested information about the Turner Gallery.

Since my acknowledgment email of 17 August 2015 we have carried out a preliminary assessment of your request and it is clear that in order for us to respond and assess your request I need to ask you to clarify certain elements please:

Your request comprises two elements:

1. Archive copies of all minutes in the Museum's archive (since taking ownership) of the Board of Trustees and Strategic Board Meetings highlighting Turner Gallery Matters by reference to the index numbers.
2. Copies of all emails together with written postal correspondence and meeting discussion notes between the Director General, all Directors and all Trustees on the subject of the Turner Gallery in respect of
  - a. Exhibitions;
  - b. Conservation Area Planning Applications; and
  - c. All Policy Documents regarding the Gallery's Future Development;since taking ownership.

You later provide confirmation that all emails produced should include those forwarded on to the National Museum of Wales email addresses and those on private accounts such as Hotmail, google mail, btconnect etc.

In relation to both the requests numbered above, we are unclear what date you are referring to when you refer to the time period of "since taking ownership from the former Penarth UDC". Our preliminary investigation of files not yet archived are unclear on the date of transfer of ownership to the National Museum of Wales, or whether the transfer was by the Penarth UDC or the Trustees charged with managing the property since it was gifted to Penarth by the estate of James Pyke Thompson. Could you please confirm what date you are referring to.

Llywydd/President Elisabeth Elias MA DL  
Is-Llywydd/Vice President Dr Haydn Edwards MBA PhD FRSC  
Trysorydd/Treasurer Laurence Pavelin CBE FCA  
Cyfarwyddwr Cyffredinol/Director General David Anderson OBE  
Rhif elusen / Charity registration number: 525774  
Rhif TAW / VAT registration number: GB 783 4541 10

amgueddfa  
cymru national  
museum  
wales



Furthermore, in relation to the request numbered 2 above, it is unclear whether the phrase “between the Director General, all Directors and all Trustees” relates only to the meeting discussion notes or whether the emails and correspondence you are requesting are similarly limited to emails and correspondence “between the Director General, all Directors and all Trustees”. Please could this be clarified.

Finally, whilst we will wait to hear back from you before making a final assessment we would advise you that responding to your request as it is currently defined will exceed the appropriate cost limit for complying. Section 12 of the Freedom of Information Act 2000 (the “Act”) makes provision for public authorities to decline requests for information where the cost of dealing with them would exceed the appropriate limit, which for the Museum is set at £450 or 18 hours of time.

The Museum’s minutes of Trustee/Board meetings prior to 1999 are not held in electronic form and searching through archives for copies of minutes pre-dating 1999 will take us time to work through. Furthermore searching for correspondence, emails and notes of internal meetings covering a lengthy reference period will require not only electronic searches but also searches of archived material.

You may wish therefore, in addition to providing clarification on the points requested, to refine your request and narrow its scope, defining specific information you particularly wish to obtain, including any dates or period of time relevant to the information required.

We look forward to receiving the clarification requested from you. If we do not receive clarification within three months your request will be considered to have lapsed. Please note that under section 1(3) of the Act, a public authority need not comply with a request unless any further information reasonably required to locate the information is supplied.

We will confirm whether or not we will need to apply Section 12 of the Act to your request once we hear further from you.

Yours sincerely

Elaine Cabuts  
Museum Secretary