

Town Clerk | Swaffham Town Council

From: Town Clerk | Swaffham Town Council
Sent: 19 November 2018 17:09
To: Keith Sandle
Subject: RE: Request for information

Dear Keith,

I apologise for the delay in responding to you, this was caused by the enforced absence of a senior member of my staff having a family bereavement, the resulting funeral is today and expected return to work is Wednesday. Last week this resulted in re-arranging the staff to cope with the preparation of papers and reports for an extensive Full council agenda and an extraordinarily busy week.

In re-examining your Freedom of Information request as the cost of compliance is estimated to exceed the statutory limit of £450, I am sorry to have to refuse the request. As a result, you may like to review and modify the request, or perhaps a better route might be to make an appointment at the Town Hall, so that I can better understand your request. You can do this with just me or with myself and the Mayor, if you prefer, as you may not need all the information you have asked for and this would bring the request within the set limit.

Some of the information you have requested would be readily available to you at 10p per copy for an A4 sheet, or may even be already available through the website. The time it would take to research all of the e-mails on our system alone, would exceed the £450 costs. In addition the photocopying which would be re-chargeable to you, of e-mails alone will cost you approximately £100, much of the personal data would have to be redacted.

As you put the request under the Freedom of Information banner, I have to treat them as such, I cannot separate them out, only you can do this. If you want further clarification, I would be happy to give this to you.

Best regards,

Richard Bishop
Town Clerk



Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
 Tel **01760 722922** Fax **01760 720469** www.swaffhamtowncouncil.gov.uk



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From: Keith Sandle <keith.sandle@gmail.com>
Sent: 18 November 2018 13:08
To: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>
Subject: RE: Request for information

Richard,

I have not received the information as promised. Please provide the information requested.

Regards

Keith Sandle

From: Town Clerk | Swaffham Town Council [<mailto:townclerk@swaffhamtowncouncil.gov.uk>]
Sent: 16 October 2018 09:16
To: Keith Sandle <keith.sandle@gmail.com>
Subject: RE: Request for information

Dear Keith,

I acknowledge your request under the Freedom of Information Act. I will estimate the cost to find and extract all of the information that you require and will respond within the statutory 20 working days which will end on 12th November.

Best regards,

Richard Bishop
Town Clerk



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From: Keith Sandle <keith.sandle@gmail.com>
Sent: 15 October 2018 19:47
To: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>
Subject: Request for information

I would like to make an information request under the Freedom of Information Act.

I would like to request full accounts for the years 2016, 2017.

I would also like to request the following:

All correspondence regarding the Swaffham Trade Association, including but not limited to email, letters, memos, telephone call, text messages.
All Meeting minutes regarding the Swaffham Trade Association including but not limited to Town Council meetings, and any other meetings held with the Swaffham Trade Association.
All other documents relating to the Swaffham Trade Association.

Kind regards,

Keith Sandle
9 New Sporle Road
Swaffham
Norfolk