



The Pavilion  
The Street  
Binsted GU34 4PB

25<sup>th</sup> February 2020

Dear [REDACTED]

Re FOI 2/20

I am in receipt of your most recent Freedom of Information request dated the 18th February. Whilst I apologise for the delay in acknowledgment, I am in a position where I can provide responses to you at this time.

Firstly, so that you may understand the Freedom of Information Act- this is an information scheme for the public, not just for the requestor. Our responses, in line with any other public sector organisation, will always be published on our website. For clarity though, I am responding to you directly as well as publishing this response online.

When you made your request 1/20 it was confirmed to you that all information relating to the subject matter had been published. To reiterate, there is no other documentation with reference to point 1,2 and 3.

With reference to point 4. There is also no documentation available. Whilst FOI is merely a publication scheme not a mechanism for evidencing or responding to questions, I will explain for the purpose of clarity, that it is not Council policy to retain three quotes after the purchase of the item or service. The audit trail is located in the minutes. This is with the full approval of our auditor.

If you are not satisfied with the response or wish to complain about any aspect of the handling of your request you may apply for an independent internal review by contacting the Vice Chair of Binsted Parish Council [d.brooks@binstedparishcouncil.org.uk](mailto:d.brooks@binstedparishcouncil.org.uk) .

Please note that any request for an internal review must be made within 40 working days. If you remain dissatisfied following an internal review you may take your complaint to the Information

Commissioner under provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the internal review process has been completed. Further details can be found on the Commissioner's website- [ico.org.uk](http://ico.org.uk)

Finally, your request will be anonymised and published on the Binsted Parish Council website along with this response in compliance with its publication scheme.

Yours Sincerely

Sue Hodder  
Clerk Binsted Parish Council