

The Clerk
Binsted Parish Council

Dear Sue,

I am writing to make a request for all the information to which I am entitled under the Freedom of Information Act 2000.

Please send me:

All policy and other documents that relate to the retention of information pertaining to any and all decision-making by Binsted Parish Council.

All minutes and emails penned and exchanged by yourself and me that cover the subject of the [redacted] both in title and in content.

All minutes and emails penned and exchanged by yourself and me that cover the subject of the [redacted] or committee, both in title and in content.

I would like the above information to be provided to me as paper or electronic copies, whichever is more suitable.

If this request is too wide or unclear, I would be grateful if you could contact me as I understand that under the Act, you are required to advise and assist requesters. If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary.

If the release of any of this information is prohibited on the grounds of breach of confidence, I ask that you supply me with copies of the confidentiality agreement (I am not aware of any) and remind you that information should not be treated as confidential if such an agreement has not been signed.

I understand that you are required to respond to my request within the 20 working days after you receive this letter. I would be grateful if you could confirm in writing that you have received this request.

I look forward to hearing from you.

Yours faithfully