

Dear Sir or Madam,

Under the Freedom of Information Act, please provide me with a copy of the following information:

- Confirmed minutes of all Binsted Parish Council meetings between November 2013 and November 2019
- A list of all contracts /purchases /payments, exceeding £1000, agreed/ made between November 2013 and November 2019. For each payment please provide
 - The date the contract/purchase was agreed/made.
 - Details of who was responsible for approving/agreeing the contract and who placed the order. Where more than one person was responsible please list them and provide evidence that they all agreed. Where the decision was made by the full council or by a committee please provide the minutes of that meeting and identify where the decision is confirmed.
 - Evidence of three quotes received, prior to approving/agreeing the contract /placing the order
- On 01/02/19 £1363 was paid to _____ please provide verifiable evidence of the three quotes obtained before this contract was awarded or work agreed.
- Please confirm whether or not Blades t/a hungary mowers have been awarded contracts exceeding £5000 in any financial year
- In 15/11/18 Binsted Parish Council paid _____ £1362 for new IT equipment. Please provide verifiable information of three quotes obtained. Please confirm whether this purchase was discussed by the full council and if so, provide minutes of what was agreed. Please confirm who placed the order and written details of who approved it.
- On 12/11/2018 Binsted Parish Council paid _____ £3660 to 'prune and deadwood trees at rec'. Please provide verifiable evidence of the 3 quotes obtained
- Work undertaken by _____ represents one of Binsted Parish Councils biggest costs.
 - Please confirm the start date and length of the current contract.
 - Please confirm if that contract exceeds £5000 per financial year.
 - Please provide evidence of the three quotes received prior to awarding this contract and the date and minutes for the council meeting at which this was discussed. Please confirm who was responsible for entering into this contract.
 - Please confirm the date and length of each previous contract during the period November 2013 and November 2019. For each contract, provide verifiable evidence of the three quotes obtained prior to the agreement being made and the date and minutes for each Parish Council meeting at which this contract was discussed and approved. Please confirm who was responsible for entering into this contract and provide verifiable evidence that a written contract was in place during this period.
- On 11/09/2018 Binsted Parish Council paid ! _____ £1198.50 for _____
Please provide copies of the 3 quotes obtained. Please confirm the date that this was ordered. Please confirm and provide evidence of who placed the order and written evidence of who authorised it.
- On 01/04/2018 Binsted Parish Council paid | _____ £2712.72 for 'service on mule'. Please provide copies of the 3 quotes obtained. Please confirm whether this purchase was discussed by the full council and if so, provide minutes of what was agreed. Please confirm who placed the order and written details of who approved it.

- Please provide mileage claim form or journey details (dates and destinations) relating to December mileage claim 01/01/2019 £121.
- Please provide mileage claim form or journey details (dates and destinations) relating to August mileage claim 31/08/2018 £264.65
- Please provide mileage claim form or journey details (dates and destinations) relating to July mileage claim 01/08/2018 £113.30
- Please provide mileage claim forms or journey details (dates and destinations) relating to June mileage claim 01/08/2018 £130.70
- Please provide mileage claim forms or journey details (dates and destinations) relating to May mileage claim 30/06/2018 £142.64
- Please provide details of Binsted Parish council's expenses policy including the rate at which mileage is reimbursed.
- Please confirm the details of any expenses or reimbursements made to _____, during his tenure as a parish councillor.
- Please confirm if _____ received any payment or reimbursement for designing and printing Binsted Parish council Parish survey forms.
- Please provide details of all communications (either handwritten or electronic), meetings or email conversations between Binsted Parish Council staff members and former or currently serving parish councillors which relate to the design, creation and production of Parish Walking leaflets.
- Please provide details of email correspondence between the Parish Clerk and _____ relation to the design, creation, production and funding of Parish Walking leaflets.
- Please provide details of email correspondence between the Parish Clerk, _____ in relation to the design, creation, production and funding of Parish Walking leaflets.

Please note that the term 'information' includes e-mails, letters, reports, faxes, file notes, notes of phone calls, videos, audio, digital recordings.

Please confirm that Binsted Parish Council has an information publication scheme what information is covered by the scheme and when this scheme was instituted.

I understand that under the Act I am entitled to a response within 20 working days of your receipt of this request. I remind you that as a public body Binsted Parish Council have a duty to be transparent and to proactively assist requests for information by members of the public.

If my request is denied in whole or in part, I ask that you justify all deletions by reference to specific exemptions of the act. I will also expect you to release all non-exempt material. I reserve the right to appeal your decision to withhold any information or to charge excessive fees.

I would prefer to receive the information electronically.

If you require any clarification, I expect you to contact me to provide advice and assistance if you find any aspect of this FOI request problematic.

Please acknowledge receipt of this request, and I look forward to receiving the information in the near future.

Yours faithfully,