

(FOI) Freedom of Information Act 1April 2020 – 31 December 2020

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FOI 1	03.04.20	04.05.20	22.04.20		<p>Many thanks for your reply.</p> <p>Could you please supply me with details that allow an ex (retired) clerk to be involved in council business when and where was this approved by council i.e, agenda, minutes or audio recording, particularly in accessing council emails (this has been a major concern of mine for a long while) as purely a volunteer XXXXX should NOT be accessing emails or anything confidential, also I assume you will take steps to remove her electronic access to council matters.</p> <p>The email issue is a matter subject to a complaint and can have serious ramifications to the council as a whole, I would appreciate your assistance in addressing these matters as soon as possible</p>	See letter at Annex 1

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FOI 2	07.04.20	05.05.20	28.04.20		<p>Various Matters Town Clerk Mrs Norris</p> <p>I am emailing you to confirm the town councils arrangements during the lockdown period.</p> <p>I have already been in contact with the mayor, but no reply.</p> <p>Please can you confirm that the outdoor staff are NOT working on council premises other than for statutory burials at the cemetary.</p> <p>Please can you confirm if the Retired town clerk has officially ceased employment on the 31st march 20.</p> <p>I have been told that the retired town clerk is being retained as a volenteer to the town council, and would like a reply on when this was agreed & resolved by full council, and what timescale is this to take.</p> <p>There is a another issue that a serious complaint has been made about the outgoing town clerk, and what arrangements have been put in place to remove the outgoing clerk on ALL council logins and access to sensitive council data.</p>	See letter at Annex 2

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					I would like to take this opportunity to welcome you to the town council, and that many of the issues can be put right soon	
FOI 3	23.04.20	22.05.20	(acknowledged) 04.05.20 8 May 2020		<p>Can you please provide the following:-</p> <ol style="list-style-type: none"> 1. Details of every staff member that opened the email with Subject “Formal Complaint” that was sent at 20:48hrs on 7th January 2020 to Town Clerk, please show from computer log records all access to the email and show when opened & who by and any replies made (emails). 2. Please supply details of email sent by myself on 7-Feb-20 at 10:31:08am to Town clerk, Subject “FWD Freedom of Information Request” please advise me from computer log records who has opened this email, how many times with date and time of opening. 3. Same for this email sent 14-Feb-20 at 15:06:08pm To TownClerk, Subject 	<p>I have processed your request for information dated 23 April 2020 in accordance with the guidance and spirit of the Freedom of Information Act. Responses to your requests are given below beside each point you have raised, the response is provided in bold, blue text:</p> <ol style="list-style-type: none"> 1. Details of every staff member that opened the email with Subject “Formal Complaint” that was sent at 20:48hrs on 7th January 2020 to Town Clerk, please show from computer log records all access to the email and show when opened & who by and any replies made (emails). This information is not held by Cullompton Town Council 2. Please supply details of email sent by myself on 7-Feb-20 at 10:31:08am to Town clerk, Subject “FWD Freedom of Information Request” please advise

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					<p>“Fwd: Full council meeting 13.2.2020 “</p> <p>4. Same again for email sent 14th Feb 2020 Subject Fwd: Full council meeting 13.2.2020 which was opened at 00:56am on 19th April 2020, specifically who opened it- I have a receipt to show date & time !</p> <p>I have deliberately kept this request short and to the point to save time and excess work for you in the current Pandemic Under Freedom of Information request can you please supply details as to how was an unwritten policy introduced by who ever instructing staff and councillors NOT to open, reply to emails I have sent on lawful subjects that council and staff are obliged to answer, Code of Conduct and Nolan Principles cover this. Please provide any agenda, minutes, policy that has approved this discriminatory issue.</p>	<p>me from computer log records who has opened this email, how many times with date and time of opening. This information is not held by Cullompton Town Council</p> <p>3. Same for this email sent 14-Feb-20 at 15:06:08pm To TownClerk, Subject “Fwd: Full council meeting 13.2.2020 “ This information is not held by Cullompton Town Council</p> <p>4. Same again for email sent 14th Feb 2020 Subject Fwd: Full council meeting 13.2.2020 which was opened at 00:56am on 19th April 2020, specifically who opened it- I have a receipt to show date & time ! This information is not held by Cullompton Town Council</p> <p>Under Freedom of Information request can you please supply details as to how was an unwritten policy introduced by who ever instructing staff and councillors NOT to open, reply to emails I have sent on lawful subjects that council and staff are obliged</p>

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					<p>I would like to also have all emails that I have sent to the council, councillors and yourself answered where I have asked lawful questions and you have failed to reply to, including reasons for not replying to questions asked in public question time.</p> <p>Can you please also provide evidence that all my emails as requested to you by email have now been archived as I suggested and that an investigation takes place to check security of access to emails.</p>	<p>to answer, Code of Conduct and Nolan Principles cover this.</p> <p>Please provide any agenda, minutes, policy that has approved this discriminatory issue. Cullompton Town Council does not have a policy, neither written nor unwritten, not to open or reply to emails that you have sent.</p> <p>I would like to also have all emails that I have sent to the council, councillors and yourself answered where I have asked lawful questions and you have failed to reply to, including reasons for not replying to questions asked in public question time. I am not aware of any emails received over 20 working days ago requiring a response where a response has not been sent.</p> <p>Can you please also provide evidence that all my emails as requested to you by email have now been archived as I suggested and that an investigation takes place to check security of access to emails. I have previously provided you with information that I have checked the security arrangements with the Town Council's email provider and am</p>

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						<p>satisfied with their response. As specific information on 15 April 2020 I received an email from the Town Council's email provider that states "So far as I can tell, I have archived all emails from Mike Thompson into an offline mail file, which nobody would access as a matter of course."</p> <p>I have provided a response above to all the matters you raise in your letter dated 23 April 2020. This Town Council does not have a complaints procedure regarding Freedom of Information so if you wish to make a complaint you should contact the Information Commissioner, using their website https://ico.org.uk/make-a-complaint/ or by contacting their helpline 0303 123 1113.</p>
FOI 4	05.05.20	02.06.20	11.05.20		With regards to meeting this morning 5th May 2020 can I please have a copy of the audio-only. Thank you.	Audio recording sent on a CD sent to requester, by post 11 May 2020
FOI 5	08.05.20	08.06.20	20.05.20		Question is Microshade still employed as Data Controller for the council, as	Good afternoon,

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					<p>there is a contract with them and Vision ICT of both which hold / store data for the council, have you asked them to search their logs as part of your investigation into my request ?</p> <p>This is a legitimate course of action I would have expected you to follow, could you please ask them for the DATA I have requested.</p>	<p>This email is to confirm that I have spoken to Microshade and Vision ICT, they do not hold the information requested in your FOI request of 23 April 2020 and supplemented by your email of 8 May 2020.</p> <p>Please note I shall not be entering into any further correspondence with you regarding the opening of emails</p>
FOI 6	27.05.20	24.06.20	01.06.20		<p>can you tell me who from the CTapproved the Solar Farm at Langford on the 25th October 2019? How can something be approved when no site visit has been carried out to show the visual impact and the impact on my business http://www.yarakbirdsofprey.co.uk ? I have attached an objection that I have shared on my facebook page to let people know what is happening. I have also attached the submission from Cullompton Town Council. Can you also mtell me why names have been blanked out on the document? I am also going to ask you by way of the Freedom for Imformation for the minutes</p>	<p>I have processed your request for information dated 27 May 2020 in accordance with the guidance and spirit of the Freedom of Information Act. Responses to your requests are given below beside each point you have raised, the response is provided in bold, blue text:</p> <p>1can you tell me who from the CTapproved the Solar Farm at Langford on the 25th October 2019? The Town Council do not approve planning applications, they are statutory consultees in the planning process which means that Mid Devon District Council have to consult the Town Council regarding planning applications that are within the</p>

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					<p>of the meeting that decided this and who was present.</p>	<p>parish boundary. Planning Applications notified by the District Council are considered by the Planning and Licensing Committee, usually in a meeting open to the public and the Committee decide what response and recommendation to make to the District Council. The District Council consider the Town Council's comments and recommendations but do not have to follow them.</p> <p>How can something be approved when no site visit has been carried out to show the visual impact and the impact on my business http://www.yarakbirdsofprey.co.uk ? The Town Council when considering planning applications may decide to make a site visit if they are unfamiliar with the area / application site but it is not the practice to visit to every application site. Recommendations are made taking into account planning considerations such as the density of the proposed development</p> <p>I have attached an objection that I have shared on my facebook page to let people know what is happening. I have also attached the submission from Cullompton Town Council. Can you also mtell me why names have been</p>

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						<p>blacked out on the document? The areas that have been blacked out are about other planning applications.</p> <p>I am also going to ask you by way of the Freedom for Information for the minutes of the meeting that decided this and who was present. The minutes of the Planning and Licensing Committee that considered the Planning application for the solar farm can be found on the Town Council's website using the following link:</p> <p>http://www.cullomptoncouncil.gov.uk/UserFiles/Files/ Minutes/83197-2019-10-24 Planning and Licensing Minutes.pdf</p> <p>The minutes include a list of the Councillors present at the meeting.</p> <p>I have provided a response above to all the matters you raise in your email dated 27 May 2020. This Town Council does not have a complaints procedure regarding Freedom of Information so if you wish to make a complaint about the information that has been provided in response to your request you should contact the Information Commissioner, using their website https://ico.org.uk/make-a-complaint/ or by contacting their helpline 0303 123 1113.</p>

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FOI 7	25.06.20	14.07.20	11.07.20		<p>Dear Cullompton Town Council, Following your "Zoom" video conference/Council Meeting this evening, may I please ask the following questions that are very much in the public interest test.</p> <p>1. For several weeks now under Covid-19 Regulations which is a national policy are you interpreting those rules correctly? 2. This evening the council had a proposal to elect a deputy chairperson for the committee, following council procedure did you then use the "Zoom" facility to allow councillors to vote by means of the approved Zoom Software? 3. It was obvious from viewing and listening, the Chairman had no knowledge on how to do voting on a video conference call, have councillors been trained to use Zoom software in conjunction with council policies on voting? (Their software does give guidance/facilities on this) 4. Has the clerk been trained in or sought advice on how to direct usage of Zoom software in</p>	<p>Good morning,</p> <p>I am emailing further to your FOI request entitled "Policy, Personnel & Finance Meeting 6 June 2020". Your questions are reproduced below with responses given in blue text.</p> <p>1. For several weeks now under Covid-19 Regulations which is a national policy are you interpreting those rules correctly? <i>As there are a large number of rules and regulations regarding the COVID-19 situation which the Town Council has to be mindful of please confirm which Regulations you are referring to and the specific requirement</i></p> <p>2. This evening the council had a proposal to elect a deputy chairperson for the committee, following council procedure did you then use the "Zoom" facility to allow councillors to vote by means of the approved Zoom Software? <i>Zoom does not have a voting facility – it has a poll facility which is different and has to be set-up in advance of the meeting – this would not be possible for town Council or Committee meeting as</i></p>

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					<p>compliance with local and national policies?</p> <p>5. Would the council please place on their website the audio/video for public viewing?</p> <p>6. In future where the public asks a question, will the council or clerk give an answer which they already know to the public rather than putting off till the next meeting when minutes of discussion have been decided!</p> <p>7. Please provide copies of your approved policies on these matters.</p>	<p>we do not know in advance exactly what will be proposed. Voting on this matter was done in accordance with our remote meeting protocol whereby the name of every Councillor is stated by the Chair or meeting administrator and the Councillor responds by stating how they are voting. The Remote Meeting Protocol can be accessed on the Town Council's website http://www.cullomptontowncouncil.gov.uk/UserFiles/Files/Documents/COVID19/Remotely%20Attended%20Meetings%20%20Protocol.pdf</p> <p>3. It was obvious from viewing and listening, the Chairman had no knowledge on how to do voting on a video conference call, have councillors been trained to use Zoom software in conjunction with council policies on voting? (Their software does give guidance/facilities on this) The Chairman checked the voting procedure with the Clerk due to the fact it is unusual to have 2 proposals on the table at the same time – this was nothing to do with the meeting being held with remote attendance.</p> <p>4. Has the clerk been trained in or sought advice on how to direct usage of Zoom software in compliance with local and national policies? Advice on holding remote meetings has been received from bodies such as the Association of</p>

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						<p>Local Councils and information on best practice is shared between Clerks at various meetings. The Town Clerk is not aware of any specific local or national policies relating to Zoom</p> <p>5. Would the council please place on their website the audio/video for public viewing? Cllr Buczkowski as submitted a Motion to Council regarding the publication of recordings – this has yet to be debated having being deferred from the Town Council meeting held on July 2020/</p> <p>6. In future where the public asks a question, will the council or clerk give an answer which they already know to the public rather than putting off till the next meeting when minutes of discussion have been decided! How questions raised during public participation are dealt with is a matter for the meeting Chair. The public participation policy which provides more detail on this can be found on the Town Council’s website http://www.cullomptontowncouncil.gov.uk/UserFiles/Files/Policies%20and%20Procedures/28%20Public%20Participation%20Policy.pdf</p> <p>7. Please provide copies of your approved policies on these matters. – links to the Town Council’s website where the policies are published have been provided above.</p>

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	15.07.20		12.08.20	Review of response to FOI 7	<p>Dear Cullompton Town Council,</p> <p>Please pass this on to the person who conducts Freedom of Information reviews.</p> <p>I am writing to request an internal review of Cullompton Town Council's handling of my FOI request 'Policy, Personnel & Finance Meeting 16th June 2020'. [Further to Q2 On reading the manual for Zoom, it appears that a poll can be used as each person click to approve / vote and count electronically is done.</p> <p>Q4 I would have thought this could be answered as you would have access to local and national policies on a daily basis.</p> <p>So, inconclusion you and councillors have had no formal training in video conferencing ?]</p> <p>A full history of my FOI request and all correspondence is available on the Internet at this address: https://www.whatdotheyknow.com/request/policy_personnel_finance_meeting</p>	<p>Good morning,</p> <p>This Town Council does not have an internal review / complaints procedure regarding responses to Freedom of Information requests so if you wish to make a complaint about the way your request has been handled you should contact the Information Commissioner, using their website https://ico.org.uk/make-a-complaint/ or by contacting their helpline 0303 123 1113.</p> <p>Zoom does have a poll facility but that has to be set up prior to a meeting - so it is not suitable for use for voting at a Town Council or committee meeting as we do not know what is going to be proposed, seconded and go to a vote until it happens in real time at the meeting.</p>

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FOI 8	09.07.20	06.08.20	23.07.20		<p>is it possible to have a copy of the logbook information that cllr Dale has reviewed as there are certain discrepancies i need to verify. If this is not possible, i will be requesting them anyway when the open forum to the councils accounts. and a copy made of them anyway.</p> <p>The document are a official document of the vans usage and as such open to scrutiny.</p> <p>Hoping you can be of some assistance in this matter</p>	<p>Response 1 - Acknowledgement Good morning XXXX,</p> <p>I have received your request, via the Deputy Clerk, for a copy of the logbook information recently reviewed by Cllr Dale. I am treating this as a Freedom of Information request and will respond to you on or before 6 August 2020.</p> <p>Response 2 I have processed your request for information made by email, via the Deputy Town Clerk, dated 9 July 2020 in accordance with the guidance and spirit of the Freedom of Information Act. Your request was “.....to have a copy of the logbook information that cllr Dale has reviewed.....” The Town Council holds this information and a copy of the log book is attached to this letter; signatures and names have been redacted with the exception of where Councillor Dale has written his name underneath his signature (the latter having been redacted).[The log book provided has been inserted as Annex 3 to the FOI Log} This Town Council does not have a complaints procedure regarding Freedom of Information so if you wish to make a complaint about the</p>

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						way your request has been handled you should contact the Information Commissioner, using their website https://ico.org.uk/make-a-complaint/ or by contacting their helpline 0303 123 1113.
FOI 9	26.07.20	26 08.20	06.08.20	Van log book	<p>Thank you for the attached information, but it seems the wrong info was forwarded to me.</p> <p>The records that Cllr Dale would have been checking would have been from 1 Apr 19 to Dec 19, as this would have required checking for accuracy and if the records are indeed correct.</p> <p>Please could you forward me the documents requested</p> <p>Thank you for your assistance</p>	<p>Response 1</p> <p>I acknowledge receipt of your email and will respond within 10 working days</p> <p>Response 2</p> <p>Your original request dated 9 July 2020 was “.....to have a copy of the logbook information that Cllr Dale has reviewed.....”. The information was provided on 23 July 2020. No time period was stated in this first request and the log book supplied is the only log book to have been checked by a Town Councillor in accordance with the resolution of the Finance and Policy Committee at their meeting on 14 November 2019 which reads as follows “<i>that Cllr Matthew Dale is delegated to carry out regular review of the vehicle logbook and report back to the Committee</i>” .</p> <p>A further email from you dated 26 July 2020 (Sunday) requested log book records from 1</p>

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						<p>April 2019 to December 2019. This has been treated as a new Freedom of Information request as it contains specific dates not previously mentioned.</p> <p>The Town Council holds this information and a copy of the log books are attached to this letter; signatures and names have been redacted.).[The log book provided has been inserted as Annex 4 to the FOI Log}</p> <p>This Town Council does not have a complaints procedure regarding Freedom of Information so if you wish to make a complaint about the way your request has been handled you should contact the Information Commissioner, using their website https://ico.org.uk/make-a-complaint/ or by contacting their helpline 0303 123 1113.</p>
FOI 10	14.08.2020	15.09.2020	14.09.20	Copy invoices	Copy of Allstar invoices from 1 April 2020 – 14 August 2020 (previous year information supplied under the public right to inspect documents relating to the accounts)	<p>Dear</p> <p>Freedom of Information Request – Allstar Invoices 15 April 2020 – 14 August 2020</p> <p>I have processed your request for information made by email dated 14 August 2020 in accordance with the guidance and spirit of the Freedom of Information Act. Your request was</p>

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						<p>“to have made available to myself documents relating to all invoices and statements for the following Allstar fuel from 1st April 2019 to the present.... ”</p> <p>The request was originally made under the public right to inspect documents and the information requested relating to 1 April 2019-31 March 2020 has already been supplied to you.</p> <p>The Town Council holds the information requested regarding Allstar invoices and copies are attached. [The invoices provided have been inserted as Annex 5 to the FOI Log]</p> <p>This Town Council does not have a complaints procedure regarding Freedom of Information so if you wish to make a complaint about the way your request has been handled you should contact the Information Commissioner, using their website https://ico.org.uk/make-a-complaint/ or by contacting their helpline 0303 123 1113.</p>
FOI 11	19.08.20	21.09.20	19.08.20 & 14.09.20	Complaint's about council conduct	Dear Cullompton Town Council, I am writing to request the following:	Response 1 I think you will find the recent information you have requested on our website - we publish logs of

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					<p>1) The total number of complaints made by members of the public with respect to the council's conduct since January 2015.</p> <p>2) The total number of complaints that have been upheld and action taken within the council since January 2015.</p> <p>I appreciate that you are busy and I look forward to your reply.</p>	<p>comments, complaints and freedom of Information requests at http://www.cullomptontowncouncil.gov.uk/Privacy Notice and Access to Information 22329.aspx</p> <p>I will have to look and see what information is held for previous years and get back to you</p> <p>Response 2 Good afternoon,</p> <p>I have processed your request for information made by email dated 19 August 2020 in accordance with the guidance and spirit of the Freedom of Information Act. Your request was "1) The total number of complaints made by members of the public with respect to the council's conduct since January 2015. 2) The total number of complaints that have been upheld and action taken within the council since January 2015."</p> <p>Details of complaints received since 1 April 2020 can be viewed in the comments and complaints log on the Town Council website http://www.cullomptontowncouncil.gov.uk/Privacy Notice and Access to Information 22329.aspx</p>

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						<p>Details of complaints received are reported regularly to the Policy, Finance and Personnel Committee; The papers and reports for the committee meetings can be seen at http://www.cullomptoncouncil.gov.uk/Policy_Finance_and_Personnel_6669.aspx The agenda item is "Comments and Complaints or something very similar. The Committee papers are available for 2016 - 2020 and the year is selected from the drop-down menu about 1/3 of the way down the page.</p> <p>I have not been able to find details of complaints received in 2015 or earlier.</p> <p>This Town Council does not have a complaints procedure regarding Freedom of Information so if you wish to make a complaint about the way your request has been handled you should contact the Information Commissioner, using their website https://ico.org.uk/make-a-complaint/ or by contacting their helpline 0303 123 1113.</p>
FOI 12	08.11.20	04.12.20	09.12.20	Contracts	<p>Dear Cullompton Town Council,</p> <p>Could you please provide the following information:-</p> <ol style="list-style-type: none"> 1. During the last 2 years please list how many projects have been carried out by the council that should have required quotations and or contracts. 	<p>Good morning,</p> <p>I refer to your request for information made under the Freedom of Information Act which was received by email on 8 November, I apologise for the slight delay in sending a reply above the 20 working days.. I have now reviewed the information that the</p>

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					<p>2. Please list all above in date order</p> <p>3. With each item listed, please include, how many quotes were obtained for each project.</p> <p>4. Please show any business plan prepared for each project</p> <p>5. Please show date out for Tender & Date approved by council</p> <p>6. The detail of specification required to be fulfilled by person quoting for projects</p> <p>7. The cost of actual accepted work (Total, with a breakdown of material cost and vat.)</p> <p>8. Please supply a copy of contract awarded showing Contractor, terms and conditions, including and date work requested to be started by and date that work should be completed by and any financial penalties for breach/cancellation of the contract</p> <p>9. Please show also any breach of contractual terms (who by, and any action taken to remedy)</p> <p>10. Please show any overspend over and above the price quoted.</p> <p>11. Were all these projects approved in advance & shown in precept calculations?</p> <p>12. If YES please show details in finance records.</p>	<p>Council holds and have responded underneath each question.</p> <p><i>1. During the last 2 years please list how many projects have been carried out by the council that should have required quotations and or contracts.</i> Information regarding obtaining quotations and tenders are set out in the Town Council's Financial Regulations - which are available on our website at https://www.cullomptontowncouncil.gov.uk/_UserFiles/Files/Policies%20and%20Procedures/02%20Financial%20Regs%202020.pdf .</p> <p><i>2. Please list all above in date order</i> The Town Council's website procurement page https://www.cullomptontowncouncil.gov.uk/Procurement_24610.aspx provides information on contracts that have been awarded – the page is undergoing an update which should be completed in early January 2021.</p> <p><i>3. With each item listed, please include, how many quotes were obtained for each project.</i> We usually only retain quotation information for items that have been the subject of a committee decision and that information is classed as commercially sensitive.</p> <p><i>4. Please show any business plan prepared for each project</i></p>

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					<p>13. If NO, how was funding found (specify) The requested details should be provided as they are applicable for release under Openness and Transparency Rules. They also should now be public record and available for inspection (pdf acceptable)</p> <p>The reason for this request is because at a recent Cemetery meeting on 5th November there was a matter discussed where a project was late being started and discussion further ensued over getting quotes from an alternative contractor(s), these items should be covered in Council policies (please provide relevant policy and in any contracts awarded to safeguard council and contractors and of course the council finances. Thank you.</p>	<p>The documents relating to a project will vary from project to project - we do not prepare a business plan for a project unless it is a project that will be operating in a manner similar to a business. For example we would not have a business plan for acquiring a vehicle but we would have done our best to obtain prices from more than one source.</p> <p><i>5. Please show date out for Tender & Date approved by council</i> We have not let any tenders during the past 2 years.</p> <p><i>6. The detail of specification required to be fulfilled by person quoting for projects</i> The specification document will vary for each project / purchase, and it may be a specific document or it could be criteria set by a Committee. Please let me know if there is a specific project(s) you would like information about.</p> <p><i>7. The cost of actual accepted work (Total, with a breakdown of material cost and vat.)</i> As for 6 above – Please let me know if there is a specific project(s) you would like information about.</p> <p><i>8. . Please supply a copy of contract awarded showing Contractor, terms and conditions, including and date work requested to be started by</i></p>

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						<p><i>and date that work should be completed by and any financial penalties for breach/cancellation of the contract</i></p> <p>The wording of question 8 implies that you are interested in contracts for work rather than the purchase of goods and services if this is not the case please specify the nature of the contract. The Town Council has not issued any formal contract documents during the last 2 years. It has raised standard purchase orders for works for which quotations have been obtained. Formal contracts are usually only issued for large scale works which have been the subject of a tender process.</p> <p><i>9. Please show also any breach of contractual terms (who by, and any action taken to remedy)</i> As there have been no formal contracts issued there is no breach of contractual terms to report</p> <p><i>10. Please show any overspend over and above the price quoted.</i> These would be listed on the meeting agenda and reported in relevant meeting minutes which are available on the Town Council's website</p> <p><i>11. Were all these projects approved in advance & shown in precept calculations?</i> Project approvals that require approval by Council or Committee would be listed on the meeting agenda and reported in relevant meeting minutes</p>

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						<p>which are available on the Town Council's website. Precept details, project approvals and funding information - including capital projects are detailed in the Committee and Town Council minutes available on the Town Council's website.</p> <p>All payments made by the Town Council are approved prior to payment by the Town Council meeting and the details of payments to be authorised form part of the supporting appears at a Town Council meeting – these are published on the Town Council's website with the Council papers. Details of all payments made by the Town Council are listed, by supplier, on the website at https://www.cullomptontowncouncil.gov.uk/Expenditure Reports 33917.aspx and https://www.cullomptontowncouncil.gov.uk/Finance 6652.aspx - we strive to update the list monthly.</p> <p>If you are able to specify any particular contract(s) that you are interested in I may be able to provide you with more defined answers or sources of information.</p> <p>I wish to advise you that all non personal FOI requests, and associated documents released will be recorded on the FOI disclosure log which is published on the Town Council website and is</p>

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						<p>also reported regularly to the Policy, Finance and Personnel Committee.</p> <p>This Town Council does not have a complaints procedure regarding Freedom of Information so if you wish to make a complaint about the way your request has been handled you should contact the Information Commissioner, using their website https://ico.org.uk/make-a-complaint/ or by contacting their helpline 0303 123 1113.</p>
FOI 13	30.12.20			???	Please can you supply a copy of the quotes and company's contacted, and the breakdown of the quotes for what is to be supplied.	<p>Good morning,</p> <p>I acknowledge receipt of your email dated 31.12.2020 with a subject of Christmas Committee & Community Wellbeing Committee. Your email refers to a Community Wellbeing Committee in October 2020 and from that and the subject text I am deducing that you wish to discuss a matter relating to the arrangements for Christmas 2020.</p> <p>I will make the meeting administrator aware that you are intending to ask a question about a matter that has been previously considered, decided and I suspect implemented. Within the scope of the Town Council's Public Participation Scheme an answer to a question asked at a meeting does not have to be provided at the meeting and may be</p>

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						<p>provided after the meeting; a statement of opinion by a member of the public does not necessarily require a response. Any question or matter raised at a meeting will not give rise to discussion on the subject at that meeting.</p> <p>Your request "Please can you supply a copy of the quotes and company's contacted, and the breakdown of the quotes for what is to be supplied." will be dealt with as a Freedom of Information Request but I require your request to clarify the subject of the quotations as it is not specified in your email and the meeting did deal with a number of financial matters.</p> <p>Cllr Buzckowski has already responded that the Community Wellbeing Committee is responsible for the Christmas Lights arrangements and the "Christmas Festival" arrangements are dealt with by a Working Group. There is no legal requirement for Working Groups to publish agendas or minutes as they are not making decisions; Working Groups may however give guidance to Officers about decisions, plans and actions.</p> <p>I look forward to receiving your clarification on the information regarding quotes requested.</p>