



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY
Telephone: 01747 852420

Town Clerk: Mrs Claire Commons PSLCC
e-mail: enquiries@shaftesbury-tc.gov.uk
website: Shaftesbury-tc.gov.uk
VAT Reg No. 241 1307 58

17th September 2018

[REDACTED]

Re: Acknowledgement of FOI request 20180917 [REDACTED]

[REDACTED]

I refer to your request dated 17th September 2018 made under the Freedom of Information Act 2014, which was received on 17th September 2018 for records held by Shaftesbury Town Council. Your request sought:

I'll like to apply through you under the Freedom of Information Act 2000 for a copy of the email John Lewer sent out to all members following the meeting on 1st November 2017 between STC and NDDC on the cattle market sale.

The decision maker handling your request is Claire Commons and I can be contacted at 01747 852420. A final decision on your request would normally be sent to you within 4 weeks, where a week is defined as 5 working day excluding the weekend and public holidays. This means that you can expect a decision letter to issue not later than 16th October 2018.

I wish to advise you that details of all non-personal FOI requests, and associated documents released will be recorded on an FOI disclosure log which may be published on the Shaftesbury Town Council website in due course.

There are some limited situations under the FOI Act, where a final decision may take longer than 4 weeks. If this occurs in the case of your request, we will advise you promptly in writing setting out the reason and the new decision date.

Section 27 of the Act, provides for the charging of fees in relation to costs associated with search, retrieval and copying of records. You will be advised shortly if any such fee applies in this case.

Should you wish to discuss the above, please contact me on the details above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Claire Commons', with a long, sweeping underline that extends to the left.

Claire Commons PSLCC
Town Clerk

For and on behalf of Shaftesbury Town Council