



Shaftesbury Town Council

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By email

25th November 2019

Re: Response to FOI request 20191111



I refer to your request received on 11th November 2019 for records held by Shaftesbury Town Council. Your request sought:

All emails which contain any items marked commercial-in-confidence or marked confidential, or which refer to matters that are commercial-in-confidence or commercial, and that have been sent from a Shaftesbury-tc.gov.uk email account to an external email account between the following times and dates; from 0001 hours Monday 14th October 2019 to midnight Tuesday 5th November 2019.

I have interpreted your request to include emails which refer to matters that are confidential.

86 emails met with the criteria provided, of which 3 were marked confidential in the subject line. In order for you to identify if there is any further information you wish for me to provide under the Freedom of Information Act, I have provided the results of the search against your requested criteria. Note, the column marked 'C' indicates whether confidential or commercial in confidence was indicated within the subject line.

If, following receipt of this index to the search results you do not require any of the emails to be supplied to you, please let me know and I will mark this request as concluded.

Yours sincerely

Claire Commons CertHE PSLCC

Town Clerk and Responsible Finance Officer

For and on behalf of Shaftesbury Town Council