



A-barth Onan Hag Oll Representing One and All

FREEDOM OF INFORMATION ACT 2000

Under the above Act, the Council is obliged to supply, upon written request, information held in relation to an individual or Organisation. Whilst it is not at liberty to charge for the time taken to find such information, unless it exceeds 18 hours* cumulative, the Council can, however, recover the reasonable costs of photocopying and postage incurred in providing the requested information.

At the Annual Meeting of the Council held on 21st May 2019, under Minute AM19/30, the following fees were agreed:

<u>Information that can be provided electronically:</u>	Free
<u>Information that cannot be provided electronically:</u>	
Information that relates to one single item	Free
All other Information:	
Acknowledgement letter	Free
Statement of cost and request for payment	10p + 2 nd Class Post
Photocopying (Black and White)	10p per A4 page, one side.
Photocopying (Colour)	20p per A4 page, one side.
Staff costs incurred in providing the information	£25 per hour. But see * above.
Postage for supplying information requested	Dependent on weight, 65p + 2 nd Class Post.

Upon receipt of a request for information under the Freedom of Information Act, the applicant will receive an acknowledgement stating the date by which the information will be despatched. This date will be no later than 20 working days from the date of receipt of the request.

If the information cannot be provided electronically, the applicant will be informed during the intervening period of the cost of providing the information and be issued with a request for payment. Once the payment is received and any cheque has cleared, the information will be despatched within the following 20 working days.

The Council is under no obligation to, and will not provide, the information until the appropriate payment has been made. This may result in the timescale of 20 working days being exceeded.

The costs shown in this notice shall be subject to review at least once per year by Council Resolution. Any revisions will be advertised one month in advance of coming into force.

John V Calvert
Clerk
3rd June 2019