

# ILMINSTER TOWN COUNCIL

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14 June 2013

Dear

## Freedom of Information Request

In accordance with the Information Commissioner's communications (telephone conversation on 28 May 2013 and email of 31 May 2013) this letter accompanies paper copies of the following:

- a) Electronically stored council and committee documents since 2008 – numbered 1 - 111 and accompanied by a list of the document names and numbers (taken from the windows explorer search)
- b) Electronic financial information – numbered F1 – F3
- c) Documents I had previously located relating to the cemetery numbered M1 – M5.

To clarify the situation regarding Council and Committee agendas, reports and minutes these documents are available for the public to look at during the Town Council opening hours of 10:00am – 12:00noon on weekdays; it may also be possible for the documents to be inspected at other times by appointment (as all the Town Council office staff are employed on a part time basis it would be appreciated if any appointment could be arranged at least 1 week in advance).

As this letter and the documents are being hand delivered by a member of the Town Council's Open Spaces Team it would be appreciated if you would sign this letter and hand it back to the Warden as acknowledgement that you have received the letter and the accompanying documents. (A further copy of the letter is provided for your retention.)

Yours sincerely

Joy Norris  
Town Clerk