



Mrs J Nolan  
Clerk to the Council

The Parish Council Community Centre  
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8 December 2023

Sent via email to [@gmail.com](#)

Dear

### **Freedom of Information Request**

I write in response to your Freedom of Information request dated 19th July 2023, as detailed below. Your request is highlighted in blue.

1. Please provide copies to any documentation where this meeting was advertised on the Parish Council website 28 days before the meeting.

As the meeting was not a meeting of Ackworth Parish Council or its committees/subcommittees, there is no legislation that states this is a requirement.

2. Please provide copies of any representation from the public or Councillors as to why this meeting shouldn't be held in private.

The council does not hold a register of this information.

3. Please provide all copies of responses to the members of public or counsellors regarding this representation.

The council does not hold a register of this information.

4. Please provide copies of any documentation where the Parish Council confirmed it was going to go ahead with the private meeting five days prior to the Meeting.

Not applicable as per response to question 1.

5. Please provide copies of any documentation stating why the meeting was held in private.

Not applicable as per response to question 1.

“Prior to holding a private meeting, your council must have published on its website and at its offices at least 28 clear days’ notice of its intention to consider a matter in private and the reasons for the private meeting. This is to ensure that members of the public have reasonable opportunity to make representations as to why the proposed private meeting should not be held in private.

At least five clear days before the meeting, your council must confirm its intention to go ahead with the private meeting through another notice on its website and at its offices. This second notice has to include details of any representations received and the council’s response to them.”

In relation to the statement you have included above, this is not applicable to the type of meeting that was held as per response to question 1.

“Dear Councillor

I have written to invite **Low Ackworth Community** Association to a private meeting with members of the Parish Council to discuss the proposal that was agreed at the October Parish Council meeting.

The meeting will be held on Monday 31 October 2022 commencing at 7pm at the Parish Council **CommunityCentre**, Bell Lane, **Ackworth**.

Please confirm your attendance.

Regards

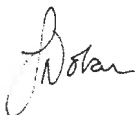
Sue  
Clerk”

To conclude, as the meeting was not a meeting of Ackworth Parish Council or its committees/subcommittees, there is no requirement for public attendance to this meeting. Therefore, I can confirm that the meeting was lawful and actioned correctly.

If you are unhappy with the way your request for information has been handled, you have a right to appeal to the Information Commissioner by phone 0303 123 1113 or website <https://ico.org.uk/>

There is no charge for making this request.

Yours sincerely



Jemma Nolan  
Clerk to the Council