

BLACKTOFT PARISH COUNCIL

POLICY: Handling requests for information

Blacktoft Parish Council will actively handle all requests for information.

If a hard copy (paper) is preferred a copy can be requested at a charge of 10p per sheet.

Postage will be charged at 2nd class rate.

Chair:

Clerk: Date:

Requests for information can be made to:

**Clerk - S E Nicholson
The Joiners Shop
Blacktoft
DN14 7YW
ER Yorkshire
Tel.: 01430 441064
Email: clerk@blacktoft.org.uk**