

Informing you

St Albans

how do I get



copies of

minutes

reports

agendas

City and

District Council

- ***Are you satisfied***
- If you have any comments about our service, please contact the Head of Legal and Democratic Services at the address opposite.
- If you have any complaints, a leaflet explaining the complaints procedure can be picked up from the Reception desk at the District Council Offices or mailed to you.

- ***Office Opening Hours***

- Monday to Thursday:

8.45am – 5.15pm

- Friday:

8.45am – 4.45pm

- ***Speaking at Meetings***

It is possible for local residents and interested parties to speak at many of our meetings. For further information, please telephone:

- Council Meetings

01727 819519

- Planning Meetings

01727 819344/819345

- Licensing & General Purposes Committee

01727 819524

The Council Chamber and Committee Rooms now have an infra red hearing system for the hard of hearing. Advice on the use of the system can be supplied by Officers at meetings

For more information about District Council services please contact:

The District Council
Offices
St Peter's Street
St Albans
AL1 3JE

Telephone:

01727 866100
(switchboard)

Website:

www.stalbans.gov.uk

Informing you

- **What are the papers I can have copies of?**

Reports, agendas and Minutes of the Council, committees, consultative forums and some working groups.

Agendas and reports are usually available 7 days before a meeting and Minutes about two weeks after a meeting.

- **Are there any papers I can't have copies of?**

Most of the papers reported to Council or committee are dealt with in the public part of the meeting and will be available to you.

Some papers contain confidential information, e.g. commercial or personal matters, which are dealt with in private session. These papers will not be provided.

You will be given a reason why any papers cannot be provided.

- **Is a charge made for providing papers?**

Papers can be downloaded from the Internet free of charge.

Hard copy papers can be provided at no charge if you are a local resident, charity or similar organisation.

Charges are made to commercial or business organisations at the following rates:

- £1.20 per page
- a further £1.00 per page if faxed
- £10 for any query taking more than 30 minutes (discretionary)

- **How can I obtain copies of papers?**

Agendas, reports and Minutes can be downloaded from the Internet, at www.stalbans.gov.uk, under Local Democracy/ Committees/Agendas or Committee Minutes

- By e-mail to
ATI@stalbans.gov.uk
- By fax to 01727 838605
- By telephone call (please see below)
- By written request
- By personal visit (8.45am-5.00pm Monday to Thursday; 8.45am-4.30pm Friday)

Please contact:

The Administrative Support Unit
St Albans District Council
District Council Offices
St Peter's Street
St Albans
AL1 3JE

01727 819528 / 819529

If you are making a personal visit to the District Council Offices to obtain papers it would be helpful if you could please telephone us first so that the papers can be prepared for collection

- **Our Aim**

To provide community leadership by acting as a voice for and meeting the needs of the whole community, working closely in partnership with others

- **Our Target**

To provide on request copies of Council reports, agendas and Minutes

- On the same or next working day if current or recent
- Within 3 working days if archived
- To explain the reasons if any papers cannot be provided, e.g. if they contain confidential information.

Please note – charges will be made to commercial or business organisations at the rate set by the Council (as set out opposite)