



My Ref: FOI5775  
Enquiries to: Information Requests  
E-Mail: [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk)

Dear Requester,

**Re: Request for Information – Freedom of Information Act 2000**

I wish to confirm that the council has completed its search for the information which you requested.

The information requested and our findings are as follows: -

**Can you please forward me the following information on the Town Hall's rooms which are hired out. This is to see how many of the rooms available for hire are used, their costs and who hires them.**

- 1. I am looking at the last 6 months in detail and then a 12 month overview. So for each room the description, size etc and the charges. Are there any exceptions to who can hire them and their time restrictions if any apply.**
- 2. Room, size, cost, time, date, how many times per week/month, who hired it personal, business or other .**

The council does not hire out the town hall meeting rooms for external use. Any bookings made are for internal use only.

To provide the information requested would exceed the appropriate limit of £450, equivalent to 18 hours of staff time and as such the council applies Section 12(1) of the Freedom of Information Act 2000 to your request.

The council's room booking system does not allow for reports to be produced detailing statistical information on how often rooms are used, by whom or what for. It would require a manual trawl through every daily booking sheet to extract the requested information and as there are 35 different room options it is estimated that it would take in excess of 18 hours to complete this to produce a full years worth of data. At a conservative estimate of 10 minutes per day, it would take in excess of 60 hours and that is the basis of this decision.

Given the manual nature of the information held it is difficult to advise you on how the request may be manageable within the cost limit without significantly reducing the time period applicable to the request.

If you have any queries about this letter, please contact Information Requests Via email.

Please remember to quote the reference number above in any future communications.

If you are unhappy with the way the Directorate has handled your request, you may ask for an internal review. Please clearly mark your correspondence 'Complaint' and address it to:

Barnsley MBC  
Information Requests Team  
PO Box 634  
Barnsley  
S70 9GG  
email: [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk)

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Customer Services Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email: <http://www.ico.org.uk/foicomplaints>

Kind regards,

Information Requests Team, Barnsley MBC

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**PO Box 634, Barnsley, South Yorkshire S70 9GG**