

Adopted November 2023

Introduction

The purpose of this policy is to guide both Councillors and Officers of the Parish Council (the Council) in how correspondence should generally be generated in such a way as to ensure the smooth running of the Council. It is designed to ensure consistency in the Council's approach and to comply with the Council's Standing Orders.

Above everything else, an Officer of the Council or a Councillor must act with integrity when responding to correspondence on behalf of the Council.

Receiving Correspondence

Under normal circumstances, the Clerk, as the Proper Officer of the Council, is authorised to receive all correspondence. The Clerk will put all appropriate correspondence on a list which is circulated to the Council with the Parish Council agenda. Correspondence will be sent electronically or will be available for Councillors to view in the Parish Council Office.

Responding to Correspondence

Either the Clerk or the Chairman may write correspondence relating to the stated business and day to day management of the activities or adopted policy of the Council.

With regard to planning matters (but not determining an application) the Planning Committee Chairman or Chairman of the Parish Council may correspond as appropriate.

Where members have been appointed to speak on projects/ or liaise with organisations on behalf of the Council, they may write confirming project arrangements or thanks.

Copies of all correspondence must be held in the Parish Council Office.