

# **Correspondence Policy for Hamsey parish council**

## **Introduction**

The purpose of this Protocol is to guide both Councillors and Officers of 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 by arrangement with the clerk.

## **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 the Planning Committee Chairman and Vice Chairman may correspond as appropriate by resolution of the Planning Committee.

Copies of all relevant correspondence sent and received will be held in the Parish Council files.

## **Consultation requests**

Will be considered by full council at the next suitable council meeting and a response, if required will be sent. If a response should be needed before it is possible to hold a council meeting, councillors may agree that a response be sent following email / telephone correspondence between councillors and provided a majority decision is agreed.

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