

Thorverton Parish Council - Handling of Correspondence Policy

Purpose

1. This policy provides simple guidelines as to how Thorverton Parish Council's correspondence should be handled.

Principles

2. Correspondence should be received by (or routed to) the clerk and replied to by the clerk.
3. In cases where:
 - Correspondence is received from a parishioner which raises points requiring anything more than a routine reply; or
 - Correspondence is from outside the parish where the council's views are sought; or
 - Correspondence calls for a reply but the clerk feels that they do not already know the council's view on a matter,

the clerk should circulate the correspondence to councillors before a reply is made and, where practicable, not reply to the correspondence until after the next Council meeting, so that any comments can be incorporated. In cases where the issue raised is well known to Council the clerk may well feel that it should not be necessary to wait until after the Council meeting, but in such cases should at least invite councillors to comment back to the clerk before replying.

4. Where correspondence falls within one of the categories described in paragraph 3, the clerk should copy the final reply to councillors.

Adopted by Thorverton Parish Council at the March 2021 meeting.