

Thorverton Parish Council - Handling of Correspondence Policy

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

Details All correspondence is handled by the clerk with the Councillors being consulted, copied into replies or an item being put on the agenda for next Council meeting as the clerk sees fit.

Correspondence may be received directly by the clerk or via a Councillor in one or more of the following formats

- o Email
- o Physical letter
- o Telephone enquiry
- o SMS text enquiry
- o Personal contact
- o Website enquiry
- o Facebook message
- o NextDoor message

Councillors should forward details to the clerk of any items received.

Adoption Adopted by resolution of Thorverton Parish Council at the June 2022 meeting (minute reference para 10, page 4 2022-06).