



# SOMPTING PARISH COUNCIL

## POLICY ON: Correspondence v2

### 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 present appropriate correspondence to Full Council. Correspondence will be sent electronically or will be available for Councillors to view in the Parish 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.

Committee Chairmen and Vice Chairmen may correspond as appropriate **by resolution** of the relevant Committee.

Where members have been **appointed to external organisation meetings** or projects to represent the Council, they may write confirming project arrangements or thanks.

No member should write as an individual councillor or for political gain.

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