



Cranleigh Parish Council Correspondence Policy

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 in the Parish Council Chamber.

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.

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

Where members have been appointed to speak on projects 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.

Where councillors respond to correspondence in a personal capacity they must make it clear that they are commenting in a personal capacity and not expressing the views of the Council. The name of the Council should not be cited either in any heading, content or sign off.

17th March 2016

Review November 2017