

Correspondence Handling Policy

- The Clerk will receive and manage correspondence and documents on behalf of the Council.
- The Clerk will use their discretion to assess the level of importance, relevance and significance of all correspondence received and following the policy of the Council will respond on behalf of the Council.
- The Clerk will prepare a monthly summary of all significant incoming and outgoing correspondence for council meetings. This summary will include ALL correspondence received from residents of the parish, District Councillor, County Councillor, Member of Parliament and the officers of relevant Statutory Authorities. (1)
- The Clerk will send all relevant communications, which will include ALL correspondence received from residents of the parish, District Councillor, County Councillor, Member of Parliament and the officers of relevant Statutory Authorities (1), to Councillors and include them, when appropriate, as agenda items for discussion or decisions.
- Information from agencies (e.g., WODC, OCC, OALC) will be forwarded to Councillors but will not be listed in the monthly summary of correspondence.
- It will be assumed that, unless specifically marked to the contrary, all correspondence received by the Clerk on behalf of the Council may be shared with members of the Council without further consent being sought. (2)
- Anonymous communications will be accepted and circulated to Councillors. The Clerk will record any received on the monthly correspondence summary for information however they will not be responded to.
- Clerk/Chair-only handled correspondence will appear on the Clerk's action report but will not be included in the monthly summary.

NOTES

- (1) Only correspondence that contains material information will be listed or forwarded e.g. excludes items such as an acknowledgement of receipt of email.
- (2) Following wording to be added to contact information on the NLPC website:
“If there is anything you would like to raise with the council, you can do this by emailing the Parish Clerk (parishclerk@northleighparishcouncil.gov.uk) who will forward your email onto the Parish Councillors. Alternatively, Councillors can also be contacted directly and their contact information can be found on the NLPC website at [Councillors' Details – North Leigh Parish](#) .”

- (3) Contact details for the District Councillor, County Councillor, District Council and County Council to be given a more prominent position on the parish council website.
- (4) This policy is to be reviewed no later than 1st October 2026.