

ST EWE PARISH COUNCIL

Chair of the Parish Council
Councillor Will Richards
Trudgian Farm
St Ewe
St Austell
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NEW WEBSITE
www.st-ewe-parish.co.uk

Clerk to the Parish Council
Mrs Christine Wilson
Lower Burlorne Tregoose
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Bodmin
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DRAFT Correspondence Policy

1. ST EWE Parish Council delegates responsibility for the council's correspondence by post, email, text, or other means, to the clerk.
2. Financial correspondence will be handled in accordance with financial policy and relevant accounting standards, with careful attention to retention guidelines.
3. The clerk, representing the council, will respond in a timely fashion to correspondence, and may, using her judgement, consult with a councillor, committee, or full council.
4. The clerk is responsible for 3 filing systems: emails, digital documents, and paper files. All correspondence will be filed in the manner in which it was received (for example, email to email folders) i.e., it is not necessary to print emails.
5. *Clerk's Notes* will include a list of all correspondence received since the last meeting not mentioned directly in the agenda, but need not include advertisements.
6. Advertisements and newsletters will be deleted every six months.
7. Invitations to conferences or other engagements outside Cornwall or Devon may be deleted immediately and unsubscribed.
8. Urgent or time sensitive communication will be forwarded by email to those councillors who receive email. For those who do not receive email, it will be printed or copied and sent by post with the Minutes or Agenda, or delivered at the next meeting, whichever is closest.
9. Councillors may request that certain information be forwarded immediately.

DATE: _____

MINUTE REFERENCE: _____

CHAIRMAN'S SIGNATURE: _____