

LUXULYAN PARISH COUNCIL

Clerk to the Council: Mrs C Wilson, Lower Burlorne Tregoose, Washaway, Bodmin PL30 3AJ
www.luxulyanpc.co.uk | 01208 831283 | 07543 427141 | clerk@luxulyanpc.co.uk

Correspondence Policy

1. Luxulyan 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 his/her judgement, consult with a councillor, committee, or full council.
4. When a letter is received by post, the clerk will always respond with a reply or at least an acknowledgement, whichever is appropriate.
5. *Clerk's Notes* will include a list of all correspondence, except advertisements received since the last meeting not mentioned directly in the agenda. Invitations to conferences or other engagements outside Cornwall or Devon may be deleted immediately and unsubscribed.
6. 6 Month Rule. Advertisements and newsletters (digital or paper) and non-controversial paper planning applications will be deleted every six months.
7. Emails for the attention of the whole council will be forwarded by email to those councillors who receive email. Those who do not receive email will be advised by telephone if urgent. Information to be considered for resolution at a council meeting will be printed or copied and sent by post with the Minutes or Agenda, or delivered at the next meeting, whichever is closest.
8. 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.
9. Councillors may request certain emails forwarded immediately.
10. Regarding requests for support of charities or groups based outside the parish, the clerk will decline on behalf of the council. The Grant Awarding Policy and application form is available on the website if the charity or group wishes to apply.

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REVISED : **14 June 2018**

MINUTE REFERENCE : **18/32 J**
17/177D
16/126

SIGNED : *Michaela Linfoot*
Chair of the Parish Council