



## **Cranleigh Parish Council Correspondence Guidance**

### **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.

Correspondence will be sent electronically or will be available for Councillors to view in the Parish Council Chamber.

### **Responding to Correspondence**

The Clerk as Proper Officer will write correspondence relating to the stated business and day to day management of the activities or adopted policy of the Council.

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.

October 2018.

**Policy Review Date: April 2019**