




## LETTERS AND EMAIL POLICY

<b>SIGNED</b> 	<b>CLLR M PRIOR (MAYOR)</b>
<b>DATE</b>	<b>28/01/2019</b>
<b>DATE OF REVIEW</b>	<b>January 2021</b>

## **POLICY RELATING TO LETTERS AND EMAILS**

### **1. Reporting letters**

- 1.1 Letters and emails will be copied to members and included on the agenda of the Town Council meetings.
- 1.2 Letters and emails received after the agenda of the meeting has been closed will be reported to the next Town Council meeting by the Town Clerk
- 1.3 Letters will be answered following the meeting at which they are considered.

### **2. Letters which will not be reported or answered**

- 2.1 Letters and emails received anonymously will not be reported or answered.
- 2.2 Letters and emails received which raise queries on points already answered in previous correspondence will not be acknowledged or received further replies.
- 2.3 Letters and emails which are impolite or offensive to staff or councillors will not be acknowledged or answered. The Town Council will agree the authors who should be placed on a "not to be answered or acknowledged register"

### **3. Reasons for this policy**

In the interest of maximising staff time and minimizing wastage of council funds. The Policy will also aim to reduce harassment of employees and members

### **4. Freedom of Information Request**

It should be noted that any requests made under the Freedom of Information Act by authors identified in 2.3 above will be answered in the appropriate time frame by the issuing of an account for the information requested.

### **5. Review of the Policy**

This will be done from time to time. This may take account of any change in the attitude of correspondents.