



# Langton Matravers Parish Council

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## Communications Policy

The purpose of the policy is to provide guidelines for Clerk and Councillors relating to correspondence coming into and leaving the Parish Office, either by e-mail or post. It aims to clarify right of access by third parties to correspondence received and outgoing, in line with LMPC's Publications Scheme and commitment to Transparency in all dealings with the public.

### 1. Incoming Correspondence.

a) All correspondence received at the Parish Office addressed to the Council or Clerk will be considered to be in the public domain, unless marked 'Private' or 'Confidential', deemed by the Clerk to contain sensitive data defined by the Data Protection Act or deemed by the Clerk to be exempt from publication under the Freedom of Information Act.

b) The Clerk will not accept or process any messages addressed to the Council sent to an e-mail or postal address other than the Council's.

### 2. Circulation of Correspondence.

a) The Clerk will normally circulate by email to the Council all correspondence addressed to the Council which may be of interest or relevance, or may require the Council's comment or decision and which appears on the monthly Clerk's Report. In the interests of saving Councillors' time, the Clerk may make a professional decision not to circulate some items of correspondence, though these can be made available to Councillors if requested.

b) When requested by members of the public, the Clerk will forward items of correspondence in the public domain (see constraints laid out in section 1) above), unless the cost and/or effort to do so is unreasonable or the request is vexatious or repetitious.

c) Any correspondence sent to Councillors by the Clerk from the Parish Office may be shared by Councillors with members of the public unless it is marked "for Councillors eyes only".