



# Langton Matravers Parish Council

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## Communications Policy

### Introduction

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 the Council's Publications Scheme and commitment to Transparency in all dealings with the public.

### Incoming Correspondence

All correspondence received at the Parish Office addressed to the Council or Clerk will be considered to be in the public domain, unless personally confidential or marked at the top as 'Private' and/or 'Confidential'.

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

### Circulation of Correspondence

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 will make a professional decision not to circulate some items of correspondence, for a variety of reasons, though these can be made available if requested.

When requested by members of the public, the Clerk will forward items of correspondence in the public domain, unless that correspondence is personally confidential or marked 'Private' or 'Confidential'. In the interests of Transparency, if it is an e-mail message, the Clerk will sometimes copy Councillors in to correspondence thus forwarded. Members of the public may also see copies of such correspondence on request at the Parish Office.

Any correspondence sent to Councillors by the Clerk from the Parish Office may be shared by Councillors with members of the public unless marked 'Private' and/or 'Confidential'.

Approved by resolution of the Council 13<sup>th</sup> May 2017

Reviewed and approved without change by resolution of the Council 11<sup>th</sup> May 2017

Revised and approved by resolution of the Council 10<sup>th</sup> May 2018

Revised and approved by resolution of the Council 9<sup>th</sup> May 2019