

## **HOTHFIELD PARISH COUNCIL**

### **POLICY FOR DEALING WITH POST AND EMAILS**

#### **POST**

All post received by the Parish Clerk is given to the Chairman in the week prior to the Parish Council meeting.

The Chairman reviews all the post received and brings anything he feels to be of relevance or importance to Hothfield to the attention of councillors at the Parish Council Meeting.

It is not within the remit of the Chairman or Clerk to reply to general correspondence before it has been tabled at a Parish Council meeting.

The Clerk will take instructions from members and reply to correspondence requiring an answer during the month following the meeting.

If the Parish Council are not due to meet within one month an acknowledgement will be sent to the correspondent.

#### **EMAILS**

All emails are forwarded to all members of the Parish Council with access to email.

All councillors are asked to check their emails regularly and inform the Clerk or Chairman of anything that they wish to be tabled at the next Parish Council meeting.

The Chairman reviews all emails received and brings anything he feels to be of relevance or importance to Hothfield to the attention of councillors at the Parish Council Meeting.

It is not within the remit of the Chairman or Clerk to reply to general emails before they have been tabled at a Parish Council meeting.

The Clerk will take instructions from members and reply to emails requiring an answer during the month following the meeting.

If the Parish Council are not due to meet within one month an acknowledgement will be sent to the correspondent.

**ANYTHING THAT IS CONSIDERED TO BE OF AN URGENT NATURE  
WILL BE DEALT WITH AS SOON AS IS PRACTICABLY POSSIBLE**

*[ June 2013 ]*