



Public Communications and Public Enquiries Policy

Enquiries addressed to the Clerk

The Clerk will re-direct all enquiries to the relevant Councillor. The Councillor to copy all subsequent correspondence to the Clerk to maintain a complete record.

The Clerk to respond to all queries relating to the day-to-day running of the council. All other matters will be referred to the Chairman or Vice Chairman for consultation before response.

Enquiries addressed to Borough and County Councillors

Borough and County Councillors will be asked to re-direct all enquiries that would normally be dealt with by the Parish Council back to us to progress.