

Correspondence Policy for East Chiltington parish council

Introduction

The purpose of this Protocol is to guide both Councillors and Officers of the Council in such a way as to ensure the smooth running of the Council. It is designed to ensure consistency in the Council's approach and to comply with the Council's Standing Orders.

Above everything else, an Officer of the Council or a Councillor must act with integrity when responding to correspondence on behalf of the Council

Receiving Correspondence

Under normal circumstances, the Clerk, as the Proper Officer of the Council is authorised to receive all correspondence. The Clerk will put all appropriate correspondence on a list which is circulated to the Council with the Parish Council agenda. Correspondence will be sent electronically or will be available for Councillors to view by arrangement with the clerk.

Responding to Correspondence

Either the Clerk or the Chairman may write correspondence relating to the stated business and day to day management of the activities or adopted policy of the Council.

With regard to planning matters the Planning Committee Chairman may correspond as appropriate by resolution of the Planning Committee.

Copies of all relevant correspondence sent and received will be held in the Parish Council files.

Consultation requests

Will be considered by full council at the next suitable council meeting and a response, if required, will be sent. If a response should be needed before it is possible to hold a council meeting, councillors may agree that a response be sent following email / telephone correspondence between councillors and provided a majority decision is agreed.

Grants and Loans made or received

Any grants received by the East Chiltington parish council shall be recorded by the proper financial officer to the council. Likewise, should the parish council be minded to provide a loan to any party, details shall be recorded in the council minutes.

MANAGEMENT OF RECORDS POLICY FOR EAST CHILTINGTON

Key P: Preserve permanently R: Review D : Destroy

<u>Record</u>	<u>Action</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
Administration			
Signed Minutes of Council meetings and Committee meetings	P	Indefinite	Archives
Agendas	P	Indefinite	Archives
Current Standing Orders and Terms of Reference	R	Until superseded	Current
Current Councillors' declarations of Office & Register of interests	R	Until no longer in office	Current
Title Deeds	P	Indefinite	Audit
Property registers	P	Indefinite	Audit
Maps, plans and surveys of property owned by the Council	P	Indefinite	Archives
Correspondence and papers on important local issues	P	Indefinite	Archives
Contracts	P	Indefinite	Audit
Quotations for tenders	R	12 years	Limitation Act
Unsuccessful tenders	D	3 years	
Routine correspondence, papers and emails	D	Retain as long as useful	
Health and Safety Records/ risk assessment	R	Indefinite	
Insurance Policies	P	Indefinite	Archives
Finance			
Income and Expenditure records and bank statements	R	7 Years	Archives
Financial regulations	R	Until superseded	Current
Internal and External Auditor reports	R	7 Years	Archives
<u>Record</u>	<u>Action</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
Bank Paying in books and cheque book stubs	D	7 years	Audit,
Paid Invoices	D	7 years	Audit
VAT Records	D	7 years	Audit
Property			

Asset Register	D	Continuously updated	
Miscellaneous			
Planning Applications and related papers where permission is granted	D	Destroy after one year unless controversial	
Planning Applications and related papers where permission is refused	D	Destroy once the period for lodging an appeal is over unless controversial	
Planning Applications and related papers where permission is refused on Appeal	P	Retain the decision letter	
Council response to applications	R	Review according to storage space.	