

Procedures to deal with written requests

All responses to consultation are dealt with as soon as possible under the consultation time allowed.

Procedures to deal with document receipt, circulation, response, handling and filing.

All documents and letters are acknowledged if appropriate.

All documents and letters etc are placed in the correspondence file for the next appropriate meeting. Copies are given to all Parish Councillors.

All urgent correspondence is placed before the Chairman of Council.

All correspondence is answered within one week from the meeting if possible.

All documents are then filed in the appropriate file. Responses are kept on computer.