



Brean Parish Council

Clerk Hazel Brinton BA (Hons) 60, Worle Moor Road, Weston Village,
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CORRESPONDENCE PROCEDURES

The following procedures are followed for all correspondence received by the Council.

Correspondence is received by post, E mail or by hand. It is the responsibility of the Clerk to decide whether it is necessary to place correspondence before the Councillors or decide if correspondence is not relevant to the Council.

1. Relevant correspondence received is placed on the Agenda for discussion at the next meeting.
2. Correspondence deemed to be urgent by The Clerk is forwarded to The Chairman immediately for consideration.
3. After tabling the correspondence at the next meeting it is actioned (if required) or placed on circulation to all Councillors.
4. On return of the circulation file, it is reviewed by the Clerk and any items marked for discussion are placed on the Agenda.
5. Actions are taken (if any) as agreed by the meeting and are recorded in the minutes.
6. Any responses are filed electronically by The Clerk.
7. After circulation contents of the circulation file are kept in monthly batches in the archives at the village hall for future reference.