



**GREAT  
SANKEY**  
PARISH  
COUNCIL

# Correspondence Policy

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Parish Office  
Whittle Hall Community Centre  
Lonsdale Close  
Great Sankey  
Warrington  
WA5 3UA

[www.greatsankeypc.org.uk](http://www.greatsankeypc.org.uk)  
[enquiries@gs-pc.net](mailto:enquiries@gs-pc.net)  
01925 712279

## **Correspondence Policy & Procedure**

1. Great Sankey Parish Council receives correspondence from various sources, including members of public, councils and business. This policy sets out guidelines for responding to such correspondence.
2. All correspondence addressed to the Parish Council will be received and opened by Council Officers at the Parish Office.
3. Where possible, answers will be provided by the relevant council officer.
4. If appropriate, correspondence will be directed to an individual Councillor(s), or to the full Council or a sub-Committee of the Council at their next available meeting for their attention and response.
5. Office staff will endeavour to answer correspondence within 10 working days of receipt.
6. If a full answer cannot be given in that time a holding reply should be sent
  - acknowledging the correspondence
  - giving a brief reason for the delay
  - giving an estimate of when a reply will be provided.
7. Freedom of Information requests will be dealt with in line with the provisions of the Freedom of Information Act (including the exemptions) and the General Data Protection Regulations.
8. In the case of possible contentious issues, the Clerk should consult with the Chair of the Council, or the Chair of the relevant committee. If they agree it is appropriate the correspondence can then be copied to all Councillors (both original and any reply) at the time of the Parish Council meeting, or earlier if particularly sensitive, so that they may be briefed if approached by the public or the Press.