



Garstang Town Council Communications Policy

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To assist the Clerk and Cllrs in dealing with the large amount of email traffic, the following guidelines are suggested:-

Circulation times

Clerk to circulate emails within 3 working days.

Correspondence

The Town Council will initially acknowledge new correspondence within 3 working days of receipt

The Town Council will give a full response or a progress update within 10 working days of receipt.

Emails

The Town Council will initially acknowledge emails (which require a response) within 3 working days of receipt.

Instant replies should not be expected from the Clerk; reasons for urgency should be stated.

E-mails from Cllrs to external parties should be copied to the Clerk.

Cllrs should acknowledge their emails when requested to do so.

Cllr responses

Please restrict response to person responding to with a copy to the Clerk, Chair and relevant Cllr.

Please do not copy to all.