

## WINGHAM PARISH COUNCIL

### DOCUMENT RECEIPT/RESPONSE/HANDLING

#### Receipt of Correspondence / Documents

- The date of receipt, the name of the sender and the subject matter of all incoming non-electronic correspondence are recorded in the Incoming Correspondence Book. Incoming email correspondence is not recorded in this book, but kept on computer file.
- Having been recorded as detailed above, the correspondence is circulated or forwarded by email if it was received electronically, or scanned and emailed if of an urgent nature, to all councillors. A note of circulation is made in the Incoming Correspondence book.
- Upon receipt of correspondence which is circulated manually, each Councillor initials the envelope and writes the date of receipt to confirm that it has been seen. The envelope of correspondence is returned to the clerk once seen by all councillors.
- Correspondence which has been circulated manually is detailed on the agenda for the next meeting.
- Correspondence relating to a matter which is on the agenda for discussion, or to a Minute of the previous meeting, is brought to the attention of Councillors at the appropriate time in the meeting.
- Correspondence which is received after the agendas have been sent out to Councillors, or which is received too late to be circulated, is put to the Council at the meeting and detailed on the minutes.
- Documents or lengthy correspondence which have not been circulated prior to the meeting due to insufficient time, are circulated after the meeting. If action or a response is required, the subject of the correspondence/document is put on the agenda for the following meeting unless the power to deal with it has been delegated to the Clerk or to a Councillor.
- Incoming correspondence and documents are filed in the relevant subject file unless they relate to an ongoing matter, in which case they are placed in the Pending File.

#### Responding to Correspondence

- The response date, addressee and subject matter of all outgoing correspondence are recorded in the Outgoing Correspondence Book
- Responses to correspondence which require approval by the Council are sent after the Council meeting. Responses to correspondence of a purely administrative nature are made by the Clerk.
- Correspondence which requires a reply before the next meeting of the Council is circulated or emailed to Councillors for their comments as to the response which should be made. The Clerk is then authorised to make the response in accordance with the comments made.
- Where an immediate reply is required, the Clerk is authorised to formulate the response in consultation with the Chairman or in his/her absence the Vice-Chairman, and report to the Council at the next meeting. Copies of outgoing correspondence are kept electronically on a remote drive in the subject file when appropriate.

#### Legal Documents

- Title Deeds, Land Registry Certificates and Lease Documents are deposited in Lloyds Bank, Wingham and a copy kept on file.
- Old Minute Books and Financial Records are deposited in the East Kent Archives Centre.