

BPC/2009/POLICY/CORRESPONDENCE

BLACKTOFT PARISH COUNCIL  
POLICY REGARDING CORRESPONDENCE

Blacktoft Parish Council requires all correspondence, intended to be presented for discussion and action at the scheduled parish council meetings, to be received by the Clerk, via the preferred method of the postal system, not later than 5 clear working days prior to the scheduled meeting.

Any correspondence received after that date or hand-delivered at the parish council meeting will only be included in that particular meeting if it relates to a specific agenda item.

Any correspondence received in either of these ways and is not relative to a specific agenda item (for that meeting) will be held over to the following scheduled parish council meeting.

The Clerk to Blacktoft Parish Council is the Officer responsible for all correspondence – received or carried out by and on behalf of the parish council.

Note\* Items of correspondence relating to planning or planning issues will be included regardless of the date and time received.

Note\*\* The parish council reserves the right to include correspondence considered to be of an urgent nature but received outside the agreed timescale.

Chair: .....

Clerk: ..... Date: .....

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