

## **Tur Langton Parish Council**

### ***Appendix 2***

#### **Internal communication protocol**

1. Councillors will inform the clerk of periods of time longer than 5 days (e.g. work commitments, holidays, illness) when they are unable to respond to communication.
2. The Clerk will send out a reminder for Parish Council Meetings two weeks before the meeting. Councillors will respond promptly and confirm their availability. If a councillor becomes unavailable after this they must inform the clerk as a matter of urgency to allow for rearrangement of the meeting. Rearrangement of a meeting should be the last resort as the date will have been advertised for at least 4 months previously and it is difficult to advertise a change of date other than the notice board and website.
3. Emails requiring a prompt response (e.g. organising dates for meetings, collating consultations responses, planning applications) will include "please respond" in the subject box. Everyone will respond to these emails promptly. If the councillor / clerk has "no comment" they will reply stating this.
4. Emails that are information only and do not require any action or response will be kept to a minimum. Where feasible this information will be posted on the website with a link sent weekly.