



Croxden Parish Council - Contact with the Parish Council Policy

Croxden Parish Council will not consider or respond to any item/correspondence from an anonymous source. The Clerk will receive issues from residents/organisation in any form of contact, (letter, email, telephone call) and will circulate the information to Councillors, who will keep the name confidential. When emails/letters are discussed at meetings, the individual will not be named or minuted. This allows for residents to make contact with the Council and be assured that only Councillors and the Clerk will be privileged with the name. The data will not be kept after the meeting has considered and resolved the issues raised.

All contact with the Council will be sent the following email/letter by the Clerk:

Many thanks for your email/letter. I wish to confirm that this has been included for consideration by Council at its meeting scheduled to take place on xxxx and I shall advise you accordingly of the outcome.

I wish to confirm that your contact details shall be removed from the draft and final minutes of this meeting, but your contact details will be sent to Councillors, who will keep this information confidential.

Date last Ratified/Approved	Version Number	Revision/Amendment Made	New Review date
2019	1	Policy adopted	May 2022
11.05.2022	2		May 2023
17.05.2023	3	Added update table and website	May 2024
08.05.2024	4	Updated website	May 2025