

# **WALBERSWICK PARISH COUNCIL**

Clerk: Mrs Jane Gomm, Seaspray, Millfield Road, Walberswick, Southwold. Suffolk IP18 6UD  
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At the meeting held on 7 November 2011 the Parish Council adopted the following protocol for its communications with the public and agreed it should be placed on notice boards and the website.

## **Parish Council Communications with the Public**

We should ensure that Parish Council business is conducted in accordance with our recently revised Standing Orders.

We should ensure that the agenda is posted at least three days before a meeting.

We should resume placing both the agenda and minutes on the Parish Council website.

Members of the public should be encouraged to either approach individual Councillors or write to/email the Clerk if they wish to raise an issue at a Parish Council meeting.

To avoid any misunderstanding or confusion all correspondence, including emails should be directed through the Clerk and not via individual members.

Members of the public have an opportunity to address the Council before and after meetings. In the interests of harmony, meetings should not be interrupted whilst Council is in session. The Chairman may, however, suspend meetings to ask for opinions and seek advice from the County or District Councillor or Police.

The Council will consult with other local authorities with a view to revising our "Protocol at Meetings" policy.

Repetitive and vexatious requests, which take up a disproportionate amount of Council time and resources, will be dealt with in accordance with Freedom of Information Act guidelines and other relevant legislation.

Jane Gomm  
Clerk to Walberswick Parish Council  
16 November 2011