

## Anonymous Contact with Council Policy – Ratified 03.09.2019 Meeting

Uttoxeter Rural 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 and when 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.

A simple email will be sent to any resident upon receipt of contact stating:

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 will be sent to Councillors, who will keep this information confidential.