

LEIGH PARISH COUNCIL

PROCEDURE FOR HANDLING ANONYMOUS CORRESPONDENCE

**Agreed 01.02.16
Last Review 03.06.24**

Leigh Parish Council resolve to investigate all matters raised in anonymous correspondence, other than those relating to Environmental Health, criminal and noise matters, which should be forwarded to the relevant authority. Members also agree that if a person wishes to send the Parish Council anonymous correspondence, he or she should be encouraged to let the Clerk (and/or the Chairman) know his or her identity and these details will be kept strictly confidential. This will allow the Clerk the opportunity of responding with information or an update on the matter.