



Electronic Mail
Policy and Procedure

Twyford Parish Council Policies and Procedures	
Electronic Mail Policy and Procedure	
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1. Twyford Parish Council uses e-mail to facilitate the circulation of documents and information between the Clerk and Councillors. Councillors may, if they wish, opt to receive documents as paper copies, through the post where appropriate. Paper copies of agendas and minutes will be made available at the beginning of meetings. Emails kept for 40 years.

2. Councillors should not reply to e-mails from third parties sent to them by the Clerk. These are for information only, as Councillors may only act collectively, unless a Councillor has been authorised to act by the Council in a particular matter.

3. Clerk to only use the Council computer for Council use. Only software authorised by the Council to be used.

4. Councillors must use their Twyford Parish Council email and not their personal email accounts for Council business.