



Electronic Mail

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.

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. In this case the clerk should be copied in.

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.