

EASTFIELD PARISH COUNCIL

POLICY FOR THE USE OF EMAIL BY THE CLERK, CHAIRMAN, COUNCILLORS AND PARISH COUNCIL

Email is a powerful method of communication, and it was previously resolved that Agenda and Minutes will be circulated in this way. However a Councillor may ask for a paper copy to be posted to him/her.

It is expected that the use of email for general Council work will increase, but the following points should be taken in to consideration:

1. It is expected that any messages will normally be copied to all Councillors.
2. All Councillors should acknowledge receipt of official documents.
3. All Councillors should inform the Clerk of any change in email address.
4. All messages should be written in respectful terms and contain no bad language or defamatory comments.
5. In broad terms, email may be used as an alternative to post or telephone in the following circumstances:
 - To pass on information quickly.
 - To allow all Councillors to see a document at more or less the same time.
 - To arrange a meeting.
 - To praise.
6. It should not be used for the following:-
 - a. For discussion.
 - b. To criticise.
 - c. To send out large documents – some users may have access or printing difficulties.
 - d. Relaying confidential information – not all Councillors addresses are private to them.

Policy adopted by Eastfield Parish Council on 29 June 2009