

MENWITH with DARLEY PARISH COUNCIL**Policy Document****October 2008****Use of E-Mail**

E-mail is a powerful method of communication, and it has been resolved (29 September 2008) that Agendas and Minutes will be circulated in this way. However, any Councillor may ask for a paper copy to be posted to him/her.

It is expected that the use of e-mail for general Council work will increase, but the following points should be taken into 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 e-mail address.
4. All messages should be written in respectful terms and contain no bad language or defamatory comments.
5. In broad terms, e-mail may be used as an alternative to post or telephone in the following circumstances:
 - a. To pass on information quickly
 - b. To allow all Councillors to see a document at more or less the same time
 - c. To arrange a meeting
 - d. To praise
6. It should not be used for the following:
 - a. For discussions - it quickly becomes unwieldy
 - b. To criticise - it is difficult to refute allegations
 - c. To send out large documents - some users may have access or printing difficulties
 - d. Relaying confidential information - not all Councillor addresses are private to them