

Marhamchurch Parish Council

ISSUING COUNCIL DOCUMENTS BY EMAIL AND THE PUBLISHING OF COUNCIL INFORMATION ON LINE

1. Members receiving documents by email

- a) The Local Government (Electronic Communications) (England) Order 2015 has amended the legislation and now permits the use of email for sending the summons, agenda and other papers provided that the member has given their consent.
- b) Members must give their consent and provide an email address for receiving council papers. The member may wish to continue to receive a hard copy of papers for meetings, not least because this reduces the expense of printing etc which cannot be reclaimed.

2. Publication of Council meeting papers on line

- a) It is now accepted good practice that the agenda for any meeting of the council, its committees and sub committees should be available on line where the council has a website. It also accepted good practice that the minutes of council meetings, its committees and sub committees should also be available on line. There is no guidance as to whether this should be draft minutes or the approved set.
- b) Minutes published before a meeting should clearly show that they are in draft. Where amendments are made to draft minutes, the on line version will have to show the amendment either by a retype, or by scanning in the amended version.
- c) Papers which refer to any session of the meeting where the press and public have been excluded should not be published on line.

Transparency Code For councils with a turnover under £25,000

- a) As part of the requirements for the Code a council must publish the agenda for any meeting, together with associated papers 3 clear days before the meeting. The associated papers should include the draft minutes of the last meeting and any other reports in the public domain. It does not include any reports or papers which relate to a part of the meeting where the press and public will be excluded.

Approved 19.04.16
Minutes 16/67b