ASHLEY PARISH COUNCIL

Council Document Provision Policy

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1. Purpose

This policy sets out Ashley Parish Council's approach to providing documentation to councillors, with particular attention to hard copy provision. It aims to support efficient, cost-effective communication while ensuring compliance with statutory obligations.

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2. Legal Requirements

In accordance with the Local Government Act 1972 (Schedule 12), the following documents must be provided to all councillors, free of charge and in a timely manner:

- Notice of meetings
- Agendas (issued at least three clear days before each meeting)
- Minutes of previous meetings
- Supporting documentation relevant to agenda items
- Statutory financial reports for approval (e.g. budget reports, audit statements)

Where councillors lack reliable digital access, hard copies of these essential documents will be provided as standard.

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3. Digital Communication as Standard

The Parish Council adopts digital communication (primarily via email) as the default method for sharing documentation, including:

- Routine correspondence
- Draft policies and consultation materials
- Planning application summaries
- Committee reports not requiring immediate decision

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4. Provision of Additional Hard Copies

Councillors may request hard copies of documents beyond the statutory minimum, under the following conditions:

- Requests must be made in advance, specifying which documents are required
- The Parish Clerk will confirm the cost of printing and postage
- The requesting councillor will be responsible for covering these costs, invoiced monthly or quarterly
- Exemptions may be granted in cases of accessibility needs, subject to council approval

5. Responsibilities

- The **Parish Clerk** is responsible for ensuring statutory documents are distributed and that any extra hard copy requests are recorded and costed appropriately.
- **Councillors** are responsible for notifying the Clerk of access requirements and keeping their digital contact details up to date.
- The **Parish Council** will review this policy annually, or earlier if necessary.

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6. Review and Adoption

This policy will be reviewed each year to ensure continued alignment with legal requirements, best practice, and the Council's communications capacity.

Adopted by Ashley Parish Council on (Date)

The next review will occur no later than **(One Year Later]**, or sooner if there are changes in legislation, technology, or operational requirements.