



MAIL OPENING POLICY

- 1 All mail coming into the town hall, irrespective of the delivery method will be dealt with in the same manner.
- 2 Mail addressed to the Town Council, Town Clerk or Town Mayor will be opened and date stamped on first working day after arrival.
- 3 Mail addressed to individual Councillors will be opened and date stamped on the first working day after arrival unless marked 'Private and Confidential' or 'Personal' in which case it will be dealt with as follows:-
 - Private & Confidential – passed to Town Clerk unopened. Town Clerk will open and date stamp and depending on the content will either authorise it to be dealt with as normal mail or if considered to be private to the individual councillor will contact relevant person and request they come into the Town Hall to collect it. Mail dealt with in this manner will be sealed into a fresh envelope and placed in the individual's pigeon hole to await collection.
 - Personal – envelope will be date stamped but left unopened. Mail will be placed in individual's pigeon hole and they will be informed that it has been received.
- 4 Mail will be sorted into staff wallets and passed to Town Clerk for consideration before circulation to relevant staff member to deal with.

Responsible Officer	Town Clerk	Date effective from	April 2014	Review date	March 2017
Author	Town Clerk	Date last amended	March 2016		

