

**TAVISTOCK TOWN COUNCIL
BUDGET & POLICY COMMITTEE
16th JANUARY 2024
BRIEFING NOTE**

**ARRANGEMENTS FOR THE DISTRIBUTION OF INCOMING
ELECTRONIC GENERAL CORRESPONDENCE TO COUNCILLORS**

It is understood there have been recent discussions amongst some Members regarding arrangements for the distribution of electronic correspondence received from outside bodies, and of a routine nature (content such as newsletters, notifications of events/activities etc), to Councillors.

These are presently circulated on a distribution 'as received' basis. The suggestion which has been made by some Members is that instead, correspondence is held by the office, and then distributed as a 'batch' on one day per week.

The potential advantage being that Members do not need to scan their inbox for general correspondence on a daily basis, the potential disadvantage being that there may be delays for some information/batches will vary in size. There would be no change to how the Council conducts its business with internal correspondence.

The consideration and instructions of the Committee and Council, as to whether to retain or change existing arrangements, are sought.

**CARL HEARN
TOWN CLERK
JANUARY 2024
TAVISTOCK TOWN COUNCIL**