

Holywell-cum-Needingworth Parish Council

PAPER LIGHT POLICY

As a Parish Council we have a responsibility to become more efficient, cost effective and to keep information secure. To do this we must improve the way information is controlled by the best use of either paper or electronic documents.

Councillors are entitled to have relevant material provided to them in a way that supports them in their role.

- Proceed with a review of hard copy documentation currently stored in the Office and, if not already accomplished and where legally and conveniently feasible, transfer this to electronic storage with appropriate backup.
- Consult with all Councillors, on appointment, to establish their individual IT experience and practice and decide which documents (agendas, previous minutes, planning information, financial information, items for information etc.) they would prefer to receive in hard copy.
- Unless otherwise directed, most if not all of the essential documentation for Meetings will be provided in hard copy form to ensure that no one is disenfranchised.

Adopted at meeting of Holywell-cum-Needingworth Parish Council held on 2nd February 2021.

Last reviewed 6th January 2026

Signed.....

Miss J Bowd
Parish Clerk