

Stratfield Mortimer Parish Council

Finances and General Purposes 05/05/2022

Email Signatures

Agenda item 21/086 5: To consider having a standard email signature for use by Officers and Councillors.

BACKGROUND

An example of what could be used is shown below:

Stratfield Mortimer Parish Council

Telephone: 0118 933 1955

Web site: www.stratfield-mortimer.gov.uk

27 Victoria Road, Mortimer, Reading RG7 3SH

Parish Clerk: the.clerk@stratfield-mortimer.gov.uk

Facebook: [Stratfield Mortimer Parish Council SMPC](#)

Disclaimer

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A common email signature would be maintained by the Office 365 Administrator. In addition to the common email signature, the individual would also add a brief signature of their own but the basic details of who SMPC are and how they can be contacted would always be added.

Clerk 29/04/2022