

Part 5 – Protocol on the Use of Council Facilities

2.1.4 Fax Machine

The fax machines in the Members' Secretary's Office and also in the main Council libraries may be used by Members free of charge for Council business.

2.1.5 Recycling

Facilities are provided for the shredding of confidential waste and for recycling waste paper. The receptacles for both are located in the Members' Secretary's Office.

3. **Members' Surgeries**

- 3.1 The Council meets the accommodation and advertising costs for those Members wishing to hold local surgeries in their electoral divisions as long as these do not exceed more than two surgeries per month.
- 3.2 Members are required to book the premises themselves and, where possible, use Council premises within their own division.
- 3.3 Where none of the Council premises are available or convenient for use as surgeries, Members are free to arrange to use village halls, community centres or similar buildings within the area they represent.
- 3.4 Once a booking has been made the Members' Secretary can arrange for the settlement of any charge for room hire and also the placing of press advertisements on the basis of one advert per surgery one week in advance in a local paper. On request a supply of hand bills advertising the date, time and location of the surgery can also be printed and returned to the Member for distribution in advance of the meeting.

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4. **Telephones**

Council Members are provided with a free phone facility when calling Shirehall. Details can be obtained from the Members' Secretary.

5. **Publicity Posters**

Publicity posters for display within the electoral division can be produced and circulated to selected premises, such as libraries, village halls, local hotels and post offices, on requests. These laminated posters normally include a photograph, details of the Member's electoral area and their contact address and/or telephone number.