

Milly Southworth

From: Torpoint Town Council <admin@torpointtowncouncil.gov.uk>
Sent: 14 January 2026 12:20
To: Milly Southworth
Subject: FW: Cornwall Council Services

Harriet Bastin

Torpoint Town Council Support Officer / Assistant to the Town Clerk & RFO

p. 01752 814165
e. admin@torpointtowncouncil.gov.uk
w. www.torpointtowncouncil.gov.uk
a. 1-3 Buller Road Torpoint Cornwall PL11 2LD



From: Emma Sherrard <Emma.Sherrard@cornwall.gov.uk>
Sent: 14 January 2026 11:32
To: Emma Sherrard <Emma.Sherrard@cornwall.gov.uk>
Subject: Cornwall Council Services

Information Classification: CONTROLLED

Dear Town Council,

I am writing on behalf of Cornwall Council to share details of the document management services we offer to town councils, which may be of interest to you:

Confidential Destruction Services

This service is designed to ensure the secure handling and disposal of sensitive paperwork. All materials are collected by our team and processed within our secure destruction facility, maintaining strict confidentiality throughout every stage of the workflow. This service can be scheduled on a weekly, monthly, or ad-hoc basis, allowing you to choose a frequency that best supports your operational needs. Our approach is fully adaptable, and we work closely with each customer to ensure the service integrates seamlessly with their existing processes.

Document Scanning Services

We provide comprehensive scanning services for both current and archived documents, supporting a smooth transition from paper-based files to secure digital records. Our team manages the entire process, including the collection of your documents and the coordination of all scanning activities. We are equipped to scan materials up to A0 size- including plans, maps and other large-format items. Once completed, you will receive a secure digital copy of your files, with delivery options that include direct-to-email transmission or by uploading to your designated SharePoint site. All services can be fully tailored to your needs, and our team will work closely with you to ensure the final output aligns with your expectations.

All services are delivered by DBS-checked staff who operate to the highest standards of professionalism. Our processes are fully aligned with GDPR requirements, and we maintain strict data-handling protocols to safeguard all information entrusted to us.

If you would like to discuss this further, then please get in touch.

Regards

Emma

Emma Sherrard|Document Management and Business Lead
Cornwall Council|Strategy and Partnerships
emma.sherrard@cornwall.gov.uk or [Talk to me on Teams](#)
Phone: 07927 591621



2025 Winner for Leadership

<http://www.cornwall.gov.uk/> 'Onen hag oll'

Floor 0E, New County Hall, Truro, Cornwall, TR1 3AY

If you have a scanning query, please email scanningqueries@cornwall.gov.uk. This inbox is monitored between 7am-3pm Monday to Friday.

Have you thought about your service using the Digital Mailroom? For more information, please read here [Scanning services](#) or [Post and operational services](#)

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@cornwall.gov.uk. Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.



Virus-free www.avg.com