

## 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](tel:01752814165)

**e.** [admin@torpointtowncouncil.gov.uk](mailto:admin@torpointtowncouncil.gov.uk)

**w.** [www.torpointtowncouncil.gov.uk](http://www.torpointtowncouncil.gov.uk)

**a.** 1-3 Buller Road Torpoint Cornwall PL11 2LD



f



**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](mailto:emma.sherrard@cornwall.gov.uk) or [Talk to me on Teams](#)

Phone: 07927 591621



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<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](mailto: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](#)

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