



**GREAT
SANKEY**
PARISH
COUNCIL

Document Viewing Policy

Document Control	
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Parish Office
Whittle Hall Community Centre
Lonsdale Close
Great Sankey
Warrington
WA5 3UA

www.greatsankeypc.org.uk
enquiries@gs-pc.net
01925 712279

1. Executive Summary

This policy aims to provide a structure to enable parishioners to exercise their rights to view parish council documents without undue disruption to council business.

2. Process

- 2.1 All requests to view Council documents to be made to the Parish Office in writing at the address below, specifying the documents to be made available.
- 2.2 A time slot not exceeding two hours in duration will be made available at the Parish Office. A member of the council will be on hand to supervise this and to receive any queries. Any queries raised will be answered at the time, if possible, but may be recorded for answer within 10 working days.
- 2.3 Any issues or further queries which arise can be communicated to the council in writing and will be dealt with as promptly as possible according to the council's correspondence policy.

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