



## Clipstone Parish Council

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# Letters to Heaven Postbox Policy

Clipstone Parish Council provides a Letters to Heaven postbox for the benefit of the local community. The post box is located at Clipstone Cemetery. The post box is intended for use by people who wish to write a letter to a loved one or friend who has passed away.

### Information for the community:

- All Letters to Heaven must be contained within a sealed envelope
- No additional items (eg sweets / sentimental items) are to be posted
- No stamp is required
- The Letters to Heaven post box has no connection to the Royal Mail, only Letters to Heaven should be posted

### Procedure for handling any letters posted:

- The Letters to Heaven post box will be emptied on a monthly basis by Parish Council employees
- All letters will remain confidential to the writer, and will not be opened by Parish Council employees
- All letters posted into the box will be securely shredded whilst remaining in their envelopes
- Shredded paper residue will be blended with organic matter, and the resulting compost will be used within flower beds at Clipstone cemetery