

Communications

Policy Aims

- To establish clear, easy to use channels of communication between members of the Parish Council and each other, with the Community and vice versa.
- To illustrate how information on important matters may be communicated in an appropriate manner, so as to facilitate and encourage informed comment from members, interested individuals and groups.

Introduction

Each Parish Councillor has a duty to represent, without bias, the interest of the whole community. Each will endeavour to do their best and to be available to help residents with regard to matters relating to the parish. Councillors or the Parish Clerk may be contacted in writing, by telephone or email and a contact list is displayed on the Parish Council website.

Correspondence

All correspondence relating to the parish should be addressed to the Parish Clerk in the first instance. This will ensure that the matter is recorded and passed to the relevant person, organisation or full Council as soon as practicably possible. If a resident wishes for a matter to be formally discussed at a Parish Council meeting, then the Parish Clerk must be notified at least 10 days prior to the meeting to enable the item to be placed on the Agenda.

Parish Council Meetings

Notice of each Parish Council meeting will be displayed on the village notice board and the full agenda posted on the Council's website. Members of the public and press are welcome to attend and/or to speak at each meeting.

Press Relations

The Clerk and/or Chair may be given authority to issue press releases and comments to the local media on specific matters, on behalf of the Parish Council, at a full meeting of Council.

Notice Boards

The following items will be displayed on one or both of the Village Notice Board or Council Website:

- Parish Councillors, Parish Clerk and their contact details
- Parish Council meeting dates for the year
- Agenda for each Parish Council meeting, three clear days in advance
- Minutes of the previous Council meeting (available to read or download from the Council website or via email on request from the Clerk)
- Notice of the annual audited accounts, when appropriate

Annual Report

An Annual Parish Meeting is held so that parishioners can have the opportunity to listen to the progress of the Parish Council over the last year and have the opportunity to debate local issues and celebrate local events and activities. The report from the Parish Council Chair will be delivered at this meeting and published on the Council website.

Social Networking

Officers and councillors communicating with residents face to face in social situations or using online social networking through their personal or professional lives, will ensure that their Code of Conduct is not breached.