

Compton Bishop Parish Council Communications Policy

PUBLIC Communications

Local Newspaper

- Articles to be approved by Clerk/Chairman

Parish Newsletter

- Content to be approved by Council

Contact Magazine

- Produced 6 weekly. Relevant council matters to be included. Information supplied by CBPC and Contact correspondent to moderate and edit. Clerk/Chairman to approve

Parish Council Notice Board

- For displaying agenda and minutes of Parish Council meetings and other notices approved by Council or Chairman/Clerk.
- Promotion of any political party is not permitted. However, the local democratically elected parliamentary representative may have notices placed on Parish Notice Board to publicise the MP's surgery location/times.

General Notice Board

- Parish Council has no responsibility

Commercial Notices

- No item from which an individual makes financial or personal gain will be permitted

Website

- The web site is available for all areas of the community to inform the parish.
- The Parish Council will have management and maintenance responsibilities.
- No political statement or inferences to be included.

Councillors Communications

Agenda items

- Items to be included in the next agenda to be sent to the Clerk ten days prior to any council meeting.

e-mail correspondence

- E-mail should be kept to a minimum.
- When an e-mail is sent by a councillor or Clerk, any responses should be only be directed to the originator. The initiator should decide whether the response is relevant for wider consumption.
- Advisory Group leaders should contain their communications on their group subject to group members only.
- The clerk should be included when any conclusions are reached.
- The Chairman and Clerk must be included in the circulation when matters affecting the council as a body are discussed.