



# Communications Policy

(Adopted July 2017, updated May 2018)

## 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 and in the Parish Magazine.

## 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.

Correspondence received by the Parish Clerk will be summarised in a weekly triage report, made available in the Councillor's area of the Parish Website. Councillors have the facility to comment on or discuss each report online and may request full or further information for any items of interest, from the Clerk. Councillors will indicate to the Clerk if they feel an item is deemed appropriate for consultation/consideration by Council, for inclusion on the next full meeting 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 Chairman 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
- Notice/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 Chairman will be delivered at this meeting and published in 'The Link' (Parish) magazine as well as 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.

## **Freedom of Information**

The Council conforms to the Freedom of Information Act 2000 and publishes information about its officers, business and activities on the pages of its website at [www.coughtonpc.org.uk](http://www.coughtonpc.org.uk). Members of the public may request any historic or other information covered by the act if not found on the website, by writing or emailing a request via the Parish Clerk. A charge will be made for printing (10p per sheet for black and white and 20p for colour) plus the cost of any postage.

Policy review schedule: Annually at AGM