

## COMMUNICATIONS POLICY

### **AIMS**

To establish clear, easy to use channels of communication between the Parish Council and the Parishioners, and vice versa.

To provide information on important matters in an appropriate manner so as to facilitate and encourage informed comment from interested individuals and groups.

### **INTRODUCTION**

Each Parish Councillor has a duty to represent, without bias, the interest of the whole community. They will endeavour to do their best and are available to help parishioners with regard to matters relating to the parish of Eastington. They may be contacted by email or telephone and a contact list is displayed on the Parish Council noticeboards around the village.

If the matter is important, then a letter to the Parish Clerk will ensure that this will be brought before the Parish Council and dealt with in a suitable and professional manner.

It is the Parish Council's intention to comply with the schedule as below.

### **PARISH COUNCIL MEETINGS**

- The Parish Council will meet at 7.00pm on the second Thursday of the month.
- The Planning Committee will meet at 6.00pm on the fourth Thursday of the month.
- The Annual Meeting of the Parish Council will be the May meeting when Councillors will elect the Chair and appoint the Vice Chair for the forthcoming year.
- The Annual Parish Meeting (a meeting of the electorate) will take place in May in each year.
- The Parish Council will meet in Eastington Village Hall, unless otherwise notified.
- A 20-minute discussion period for parishioners will be held near the beginning of the Parish Council Meeting.

### **PRESS RELATIONS**

Normally only the Parish Clerk and Chair issue press releases and comments to the local media, however when Parish Councillors provide information to the local media it needs to be made clear whether they are speaking on behalf of the Parish Council or as individuals.

## EASTINGTON PARISH COUNCIL

### **SOCIAL NETWORKING (Twitter, Facebook etc)**

The Parish Council has a Facebook page (EastingtonPC) and a Twitter account (Eastington\_PC); both are managed by the Parish Clerk who has delegated authority to issue updates and news on behalf of the Parish Council.

Members of staff or Parish Councillors using social networking through their personal or professional lives must not comment on the activities of the Parish Council to ensure that the Code of Conduct is not breached.

### **NOTICEBOARDS**

The following items will be displayed permanently:

- Parish Councillors with contact details
- Parish Council meeting dates for the year

Notice of the annual audited accounts will be displayed when appropriate.

The Parish Council meeting notice will be displayed at least five days in advance of the meeting.

Notices for Parishioners will be displayed as and when appropriate.

### **PARISH MAGAZINE**

The Clerk or Chair will provide Council updates for the Eastington Community News.

Appropriate notices will be published as and when required.

### **PARISH WEBSITE**

The following items will be permanently available:

- Parish Councillors names
- Parish Council meeting dates for the year
- The approved Parish Council Minutes (uploaded within one week of approval)
- The Council's Publication Scheme (a document which details information which can be requested from the Parish Council).

The Parish Clerk will ensure that all Parish Council information included on the Website is regularly updated.

### **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 or organisation as soon as practicably possible.

## EASTINGTON PARISH COUNCIL

If a Parishioner wishes a matter to be formally discussed at a Parish Council meeting, then the Parish Clerk must be notified at least 7 days prior to the meeting to enable the item to be placed on the Agenda.

### **ANNUAL PARISH MEETING**

The 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.

### **ALTERNATIVE FORMATS**

The Parish Council will provide information in other formats on request, eg audio, large print, other written languages etc.

### **COMMENTS**

Any comments or queries regarding this document should be made to the Parish Clerk.