

BROCKWORTH PARISH COUNCIL 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 Brockworth. The best way to contact them is through the Parish Council offices in Brockworth Community Centre, Court Road.

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 first Wednesday 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 will take place on the third Wednesday in May in each year.
- The Parish Council will meet in the main hall at the Community Centre, unless otherwise notified.
- A 15-minute question period for parishioners will be held at the beginning of the Parish Council Meeting. The Public Participation Policy must be adhered to at all times.

PRESS RELATIONS

The Public Relations Officer is appointed at the Annual Meeting of the Parish Council. Normally only the Clerk and Chairman are given the authority to issue press releases and comments to the local media.

NOTICEBOARDS

The following items will be displayed permanently:

- Parish Council meetings dates for the next quarter of 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 Chairman's Report to the Annual Parish Meeting will be published annually.

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
- The Parish Council's Annual Report

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

SOCIAL NETWORKING (Twitter, Facebook etc)

The Parish Council will use social media to keep residents informed of latest activities.

The Parish Council Twitter name is BrockworthPC. All official communications will be published through the Parish Council.

Members of staff or 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.

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.

If a parishioner wishes 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.

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.

REVIEW

This document will be reviewed annually.

COMMENTS

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

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