

## **Parwich Parish Council**

### **Communications Policy**

#### **Aims**

To establish clear, easy to use, channels of communication between Parwich Parish Council and members of the local community.

The Parish Council aims to provide information on important matters affecting the community and to encourage comment from interested individuals and groups.

Each parish councillor has a duty to represent, without bias, the interests of the whole community. He/she will always try to help with regard to matters relating to the parish of Parwich. However, an individual councillor cannot respond to enquiries outside of Parish Council meetings other than to acknowledge such an enquiry. Neither can an individual councillor, nor the chairman, make a decision or respond on behalf of the Parish Council.

A contact list of parish council members is available on the Parish Council notice-board outside the Memorial Hall.

#### **Means of Communication**

The Parish Council will publish the full minutes of meetings on the Parish Council section of the Parish Council web site and hard copies are also available in the Sycamore public house/shop.

#### **Website**

The Parish Council will follow recommended best practice in maintaining its own website which meets statutory requirements, integrates access to other local authority content and provides absolute clarity that the Council takes responsibility for its content.

#### **Parwich Blog**

The Parish Council values the Parwich Blog as an effective means of communicating with residents. Regular posts to the Blog will be used to provide effective links to content on the Parish Council Website but are not intended to duplicate it.

#### **Parish Council Meetings**

The Parish Council meets in Parwich Memorial Hall at 7.30pm on the third Wednesday of every month with the exception of August and December. The agenda for the next meeting is posted on the Parish Council notice-board a minimum of three days before the meeting and on the Parish Council Parish Council web site.

During every parish council meeting there is an opportunity for members of the public to raise a matter of concern or to comment on an item on the agenda. After the conclusion of the public speaking section however, members of the public are not permitted to contribute to further agenda items unless it is felt necessary to pass a resolution by the parish council to accept a contribution from a member of the public

#### **Annual meeting of the Parish Council**

This meeting will be held in May, in an Election year it will be held on the fourth day after the election or within 14 days. It is in effect a normal parish council meeting except that item one on the agenda has to be 'The election of the Chairman'.

### **Annual Parish Meeting**

This is a meeting of the Parish and not the Parish Council. Seven clear days notice of the meeting will be given. The meeting will be held between 1 March and 1 June and will not commence earlier than 6.00 pm.

The Parish Annual meeting will usually be held on the same evening as the annual Parish Council meeting.

### **Parish Council Noticeboard** (outside Memorial Hall)

The following items will be displayed permanently:

- The contact details of members of the Parish Council and the parish council clerk
- Parish Council meeting dates for the year
- Details of location of the parish council minutes
- A copy of the agenda for the forthcoming meeting

### **Correspondence**

All correspondence relating to the parish should be addressed to the Parish Council Clerk. This will ensure that the matter is recorded and passed to the Parish Council for their attention at the next meeting.

All correspondence to the Parish Council Clerk will be acknowledged within seven days of receipt, unless the clerk is on annual leave. If email is used then an acknowledgment will be sent by email.

If a parishioner wishes a subject to be raised, and it is appropriate for discussion at a Parish Council meeting, then the Parish Council Clerk will have to be notified seven days before the publication of the agenda.

All correspondence and communication/documents must be received by the Clerk to the Council a minimum of 24 hours prior to a meeting. Exceptions to this rule are planning and other documents which require a response prior to the next meeting of the Parish Council and representations or presentations from the public & outside speakers regarding a planning issue.

The Parish council will determine the response, if any, to correspondence received. The Parish Council reserve the right to not respond to any correspondents that are taking up a disproportionate amount of the Parish Council Clerk's time.

#### **Review**

Parwich Parish Council's Communication Policy will be reviewed annually.