

CONDOVER PARISH COUNCIL - COMMUNICATIONS POLICY

OBJECTIVE

This policy aims to establish a protocol for effective communication and dissemination of information to Members, the press and members of the public.

PURPOSE

The parish council is accountable to members of the public and has a duty to convey its decisions and actions through various media. All communication will be conveyed in an open and straightforward manner. The Clerk to the Council is the Proper Officer of the parish council and is responsible for all formal communication between the parish council, the press and members of the public.

PROCEDURE

The following procedure sets out how the parish council's decisions and actions will be disseminated to interested parties.

- 1) When Members are asked for written information on council matters they will direct interested parties either to the Clerk to the Council or to the parish council's website.
- 2) Neither the Clerk to the Council or Members will disclose confidential information that is exempt under the Freedom of Information Act.
- 3) The Chair will be responsible for presenting the parish council's Annual Report at the Annual Parish Meeting. The Annual Report will be published in the parish council's newsletter and on its website.
- 4) The Clerk to the Council is solely responsible for the preparation of notices of parish council meetings, agendas and minutes.
- 5) The Clerk to the Council is responsible for editing parish council newsletters and arrange for their publication following approval by full council where time allows.
- 6) The Clerk to the Council is responsible for the development and maintenance of the parish council's website so that it remains current. Notice of meetings, approved and draft minutes, councillor contact details, the Annual Report, adopted annual accounts and newsletters will be displayed on the website along with other relevant information in accordance with the Transparency Code 2015 requirements. The websites role is to meet the parishes communities needs as dictated by the outcomes of the Parish Plan 2015.
- 7) All correspondence addressed to the parish council will be actioned by the Clerk to the Council. Information that needs to be considered by the parish council will be placed on the first agenda after its receipt. Urgent matters received after the agenda has been issued will be dealt with if possible as a supplementary agenda item.
- 8) Requests for information from members of the public will be dealt with according to the terms of the Freedom of Information Act 2000.

CONDOVER PARISH COUNCIL - COMMUNICATIONS POLICY

9) Agendas for parish council meetings will be accompanied with sufficient reports and information to enable Members to make an informed decision. Agendas will be issued by email where Members prefer this form of correspondence.

Alternatively hard copies and will be posted or hand delivered so that they are received by Members at least 3 clear days before all meetings of the council.

10) Members will communicate their preferred method of communication to the Clerk and where email is preferred suitable allowances for own resources used as agreed by council will be reimbursed in kind such as paper and printer ink.

11) Other relevant information will be communicated to members in between meetings.

12) Parish notice boards will be maintained by the council and kept up to date with meeting notices and agendas and other notices of interest. Shropshire Council notices and are also to be displayed in these locations.

13) Press statements will be given to the Shropshire Star and Chronicle, whilst parish newsletters are also to be used as a form of communication. (Also see Press/Media Policy introduced in 2014.)

14) Electronic newsletters circulated to residents who sign up to it will be the Council's preferred option from 2016 and will be the responsibility of the Clerk to produce as considered necessary. Eg; notifying residents of meetings, road closures etc.