



**Clerk to the Council/RFO: J Hodgkiss**

**Chairman: Cllr. R Ruscoe**

**“Protecting and improving the quality of life for all Bayston Hill residents”**

---

## 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 unless otherwise directed. No individual councillor will give a press report unless instructed by the council.

### 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 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 on-going 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 publication of notices of parish council meetings, agendas and minutes.
- 5) The Clerk is responsible for the development and maintenance of the parish council's website which is also a community website. Current notices of meetings, approved minutes, the Annual Report, adopted annual accounts, councillor contact details and newsletters will be displayed on the council website along with other relevant information.
- 6) All correspondence addressed to the parish council will be actioned by the Clerk. Information that needs to be considered by the parish council will be placed on the first agenda after its receipt or supplementary agenda.

- 7) Requests for information from members of the public will be dealt with according to the terms of the Freedom of Information Act 2000 and publication policy adopted by the council.
- 8) 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 followed by hard copies at the meeting if required or hand delivered so that they are received by Members at least 3 clear days before all meetings of the council.
- 9) All relevant information will be emailed or delivered to members in between meetings.
- 10) The Parish Council will establish a Facebook Page to enable the Council to share information on social media. The Clerk and one nominated Councillor shall be authorised to post information on behalf of the Council.
- 11) A full set of printed Council policies and procedures will be issued to members upon joining the Council (upon request – paperless where possible) and replaced whenever the policies are updated. Council members will retain these policies in an information folder which shall be kept up to date by individual members.

Signed (Chair).....

Date.....