

WEST HANNINGFIELD PARISH COUNCIL COMMUNICATIONS & SOCIAL MEDIA POLICY

AIMS

To establish clear, easy to use channels of communication between The Parish Councillors / Clerk 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. When Councillors carry out their duties they must comply with the Code of Conduct.

INTRODUCTION

Each Parish Councillor has a duty to represent, without bias, the interest of the whole community. Hard copies of documents will only be provided with the agenda documents in order to carry out their Council duties. Cost and efficiency are to be borne in mind.

They will endeavour to do their best and try to ensure they are available to help parishioners with regard to matters relating to the parish of West Hanningfield. They may be contacted by telephone/e-mail and a contact list is displayed on the Parish Council noticeboards around the village.

If the matter is important, then a letter/Phone call or e-mail 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 7.45pm on the second 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. There is a public session at the beginning of every session where parishioners can address the Council.

The Parish Council will meet in the conference room at the rear of the village hall unless otherwise notified.

PRESS RELATIONS

Normally only the Clerk and Chairman are given the authority to issue press releases and comments to the local media.

CONSULTATION

Parishioners are encouraged to approach the Parish Council to share their views and ideas. The communications channels listed below will be fully utilised.

NOTICEBOARDS

The following items will be displayed permanently:
Parish Councillors with contact telephone numbers

Parish Council meetings 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 Three 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 & contact details

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

The Parish Council will use both The Website and Facebook to keep residents informed of latest activities. The Clerk will supervise the content of both.

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 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.