



## **Stoke Orchard and Tredington Parish Council**

### **Communications Policy**

**Adopted on 8<sup>th</sup> May 2024**

**Next review due in May 2025 or sooner if required**

#### **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 Stoke Orchard and Tredington. They may be contacted by email or telephone and a contact list is displayed on the Parish Council noticeboards around the parish.

If the matter is important, then contact the Parish Clerk in writing to ensure that the matter is 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 unless otherwise notified
- The Annual Meeting of the Parish Council will be the May meeting when Councillors will elect the Chairman and appoint the Vice Chairman for the forthcoming year
- The Annual Parish Meeting (a meeting of the electorate) will take place in May in each year
- The Parish Council will meet in Stoke Orchard Community Centre, Armstrong Road, Stoke Orchard, Cheltenham, GL52 7SB unless otherwise notified
- At Parish Council Meetings a period of time will be designated for public participation when parishioners will be able to make representations, ask questions and give evidence, it will be near the beginning of the Parish Council Meeting

#### **PRESS RELATIONS**

Normally only the Parish Clerk and Chairman issue press releases and comments to the local media, however when Parish Councillors provide information to the local media it needs to be made clear whether they are speaking on behalf of the Parish Council or as individuals.

#### **SOCIAL NETWORKING (Twitter, Facebook etc)**

The Parish Council has a Facebook page which will be updated with relevant information

## **NOTICEBOARDS**

The following items will be displayed permanently:

- Parish Councillors with contact details
- Parish Council meeting 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 clear days in advance of the meeting.

Notices for Parishioners will be displayed as and when appropriate

## **PARISH WEBSITE**

The following items will be permanently available:

- Parish Councillors names
- Parish Council meeting dates for the year
- Parish Council Minutes
- The Council's Publication Scheme (a document which details information which can be requested from the Parish Council)

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

## **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 in writing at least 7 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

## **ALTERNATIVE FORMATS**

The Parish Council will provide information in other formats on request, e.g. audio, large print, other written languages etc.

## **COMMENTS**

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