



HARLING PARISH COUNCIL COMMUNICATIONS POLICY

AIMS

To establish clear, easy to use channels of communication between the Parish Council and the Parishioners, Local Organisations 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 Harling. They may be contacted by telephone and a contact list is displayed on the Parish Council notice board in the village

If the matter is important, then a letter 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.

1. PARISH COUNCIL MEETINGS- MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

- The Parish Council will meet at 7.30pm on the fourth Tuesday of the month (any changes to this will be put on the notice board and website)
- The Annual Parish Meeting will be the April meeting during which The Chairman's Report will be published alongside the minutes.
- The Annual Parish Council Meeting will take place during the meeting in May each year at when Councillors will elect the Chair and appoint the Vice Chair for the forthcoming year.
- The Parish Council meet in the Old School Hall unless otherwise notified.
- A 15 minute discussion period for parishioners will be held during the Parish Council Meeting, a maximum of 3 minutes per person.
- The Council supports the principles of openness and transparency and encourages filming, recording and taking photographs at its meetings that are open to the public. It also welcomes the use of social networking websites (such as Twitter and Facebook) and blogging to communicate with people about what is happening, as it happens.

As a courtesy to the public, and to assist anyone planning to film etc., it would be helpful if anyone wishing to film etc, would contact the Council, preferably one week before the start of the meeting, if filming or photography is to take place. This would enable the Clerk to discuss and assist with any specific requirements. The Chairman will then be informed of what is to take place.

There is no requirement to notify the Council in advance, but it should be noted that the Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting.

2. PRESS RELATIONS

The Clerk and Chairman/Vice Chairman, in liaison with the Clerk are given the authority to issue press releases and comments to the local media.

3. NOTICEBOARDS

The following items will be displayed permanently:

- Parish Councillors with contact telephone numbers
- Parish Council meetings dates
- Notice of the annual audited accounts will be displayed when appropriate.
- The Parish Council notice of the meeting.
- Notices for Parishioners will be displayed as and when appropriate.
- Relevant contact details for organisations such as Norfolk County Council, Breckland District Council and reporting issues such as dog bins, highway matters etc.

4. PARISH WEBSITE

The following items will be permanently available:

- Parish Councillors names
- Parish Council meeting dates for the year
- The approved Parish Council Minutes
- The Parish Council's Annual Report
- Policies and procedures
- Information relating to the Transparency Code
- Relevant contact details for organisations such as Norfolk County Council, Breckland District Council and reporting issues such as dog bins, highway matters etc.

5. MAGAZINES

The Parish Council will ensure relevant information is put into **Contact** wherever possible as long as the council can meet the timelines for the magazine.

Where there is information that is particularly useful for residents, such as large planning applications the Council will endeavour to make sure residents are informed. The method of disseminating this information will vary dependent on how late the information is received.

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

6. 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.

7. 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.

8. REVIEW

This document will be reviewed annually.

Adopted by Harling Parish Council 26th September 2016

Updated 9th August 2018