

# PETERCHURCH PARISH COUNCIL

## Communications Policy

### Aims

- 1 To establish clear, easy to use channels of communication between the Parish Council and the parishioners and vice versa.
- 2 To provide information on important matters in a timely manner so as to facilitate and encourage informed comments from interested individuals and groups.

### Introduction

Each Parish Councillor has a duty to represent without bias the interests of the whole community.

They will always try and do their best and are available to help you with regard to matters relating to the parish of Peterchurch.

If you feel that 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 timely and professional manner.

It is the Parish Council's intention to meet the timescales detailed below but there could be occasions when this is not possible.

When this happens the Parish Council will review their procedures and where necessary make changes to the policy or procedures.

### Parish Council Meetings

- The Parish Council will meet on the 3<sup>rd</sup> Tuesday of the month
- The Finance Working Group will meet during the week prior to the Parish Council meeting
- The Planning Working Group will meet as and when planning applications arise
- There will be no Parish Council meetings in August
- The Parish Council meets at The Peterchurch Village Hall
- A 10 minute discussion period for local parishioners will be held during the Parish Council meeting

### Noticeboards / Website

The following items will be displayed permanently:-

Parish Councillor names with contact telephone numbers

Parish Council meeting dates

The Communications Policy

Publications Scheme

The Annual Audited Accounts will be displayed as soon as practical

The Precept will be displayed as soon as practical

The Parish Council meeting agenda will be posted 3 days in advance of the meeting

The Parish Council draft minutes will be posted within 1 month of the meeting

Planning information will be posted when received

Planning results will be posted when received

### 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 practically possible.

- All correspondence to the Parish Clerk will be acknowledged by pre-printed slip within one week of receipt.
- If Email is used then an acknowledgment will be sent via Email.

- If a parishioner wishes a matter to be raised at a Parish Council meeting then the Parish Clerk will need to be notified 7 days prior to the Agenda being published.

**Annual Parish Meeting**

The Annual Parish Meeting is held during May so that local 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.

Signed Parish Councillor Chairman Mr Paul J Clarke.....

Signed Parish Councillor.....

Witnessed by Parish Council Clerk Mr Malcolm Walker.....

Date 20<sup>th</sup> September 2016