

# **Much Birch Parish Council Communications Policy 2015**

## **Aims**

To establish clear, easy to use channels of communication between the Parish Council and Parishioners, and vice versa.

To provide information on important matters in a timely 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 interests of the whole community. They will always try to do their best and are available to help you with regard to matters relating to The Parish of Much Birch. They may be contacted by telephone and a contacts list is displayed on the Parish Website.

If parishioners feel from time to time that a matter is important, then a letter to the Parish Clerk will ensure that it is dealt with in a timely and professional manner.

It is the Parish Councils 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 normally meet on the first Thursday of every month.

If it is not possible for a meeting to take place on the first Thursday of a month the Clerk will publish as soon as is practical the date that the meeting will take place on.

The Parish Council will normally meet in Much Birch Community Hall

Public consultation will be scheduled as an agenda item "Public Forum" to allow Parishioners to give their views on agenda items and any other Parish related matters for discussion at the **next** Parish Council Meeting.

## **Annual Parish Meeting**

The Annual Parish Meeting is held in May each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

## **Noticeboards**

Will contain published agendas and contact details for the Parish Clerk

## **Newsletter**

The King's Thorn & The Birches newsletter is not the responsibility of, or under the control of Much Birch Parish Council. It is put together by volunteers of the Parish of Much Birch, Little Birch & Little Birch Village Hall Committee.

Agreed information from Much Birch Parish Council will be sent by the Clerk to the newsletter editor

Agreed Information:

The Parish Council will include a summary of the latest meeting minutes of The Parish Council Meeting.

The newsletter will contain information on planning applications.

The newsletter will include the dates of the next Parish Council Meeting.

Any information received by the Parish Council Clerk for inclusion into the newsletter which may have a legal element involved in it those matters will be brought before the council.

## **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 on for the attention of The Parish Council at the next meeting.

All correspondence to the Parish Clerk will be acknowledged via letter within 7 working days of receipt. If email is used then an acknowledgement will be sent via email.

If a Parishioner wishes a matter to be raised and if it is appropriate to be discussed at a Parish Council meeting, then the Parish clerk will need to be notified a minimum of 7 clear days prior to the Agenda being published.

## **Email**

The Parish Clerk will notify the webmaster using email so that the Parish Council Agenda and previous adopted parish council minutes can be displayed on the Parish Website.

The Parish Clerk will ensure that the Parish Council's email address is regularly updated and published as necessary.

## **Review**

This communications document will be reviewed periodically.

Much Birch Parish Council August 2015