

Fownhope Parish Council Communications Policy

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 and do their best and are available to help you with regard to matters relating to the Parish of Fownhope. They may be contacted by telephone and a contacts list is displayed on the Parish Council noticeboard at West End Stores. If you feel that the 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 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 first Wednesday of the month. This will allow time for feedback on the meeting to be provided through the Fownhope Flag (Deadline 10th)

There will be no Parish Council meetings in August and January.

The Parish Council will normally meet at the Pavilion on the Recreation Field.

Public Consultation will be scheduled at each Parish Council Meeting to allow parishioners to give their views on agenda items and any other Parish-related issues.

Notice Boards

The following items will be displayed permanently:

Parish Councillors with contact telephone numbers.

Parish Council meeting dates for the year.

The Communications Policy.

Publications Scheme.

The annual audited accounts and precept will be displayed as soon as practical.

The Parish Council's meeting agendas will be posted at least 3 working days in advance of each meeting.

Parish Council meeting minutes will be approved at the following meeting and posted within 48 hours.

The information displayed on the Parish Notice Board will be kept up-to-date.

Fownhope Flag

The precept will be published in the December Flag, immediately after the Parish Council meeting.

The Parish Council Accounts will be published as soon as the Parish Council has adopted them.

The Flag will include a summary of items dealt with at Parish Council Meetings.

The Flag will contain information on planning, tree works, skip dates etc.

The Flag will include the dates of the next two meetings.

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 within one week of receipt if at all possible. If email is used then an acknowledgment will be sent via email.

A parishioner may raise any issue directly with the Parish Clerk or any councillor. If a satisfactory answer cannot be given immediately the issue may be placed on the agenda for the attention of the full Council.

Email

The Parish Clerk will arrange with the Fownhope Webmaster for Council Minutes to be displayed on the Fownhope Website as soon as possible.

The Parish Clerk will ensure that the Parish Council email address is publicised.

The Parish Council Chairman will manage the Parish Clerks email account during holiday absences.

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.