



KING'S STANLEY PARISH COUNCIL - COMMUNICATIONS POLICY

INTRODUCTION

1. This policy aims to establish clear channels of communication between the Parish Council and Parishioners and vice-versa.
2. All Parish Councillors have a duty to represent, without bias, the interest of the whole community. They will endeavour to do their best and be available to help parishioners with regard to matters relating to the parish. Councillors will be expected to communicate in accordance with the Code of Conduct at all times.

COMMUNICATING WITH PARISHIONERS

3. Councillors and the Officer may be contacted by email or telephone and a contact list is displayed on the Parish Council's website and parish noticeboards.
4. A Parish Office is available on Mondays between 9.30am and 11.00am in the Village Hall where parishioners can drop in to bring any matters to the Council's attention.
5. The Parish Council website will aim to communicate issues to parishioners via the News section and through the agendas and documents sections of the site. The parish noticeboards will also communicate up to date information. A monthly newsletter article will also be available in the Parish Magazine.
6. If a parishioner deems a matter to be important, then a letter/email to the Parish Clerk will ensure that it will be brought before the Parish Council and dealt with in a suitable and professional manner.

PARISH COUNCIL MEETINGS

7. A 15-minute public participation period for parishioners will be held at the beginning of each Parish Council Meeting.
8. The Parish Council will meet monthly at 7.30pm at either the Lounge Room of the Village Hall or at The Selsley Scout HQ. Details are on the website/noticeboards.
9. The Annual Parish Meeting (a meeting of the electorate) will take place between the months of March and June in each year. This meeting is primarily aimed at parishioners to enable a wide range of issues to be discussed.

PRESS RELATIONS

10. The Parish Clerk will issue press releases and comments to the local media after receiving instructions/advice from the Parish Council,
11. If Parish Councillors provide information to the local media it should be made clear whether they are speaking on behalf of the Parish Council or as individuals.
(see Media Policy)