

LONG MELFORD PARISH COUNCIL

COMMUNICATIONS POLICY

Objective

This policy aims to establish a protocol for effective communication and dissemination of information to Councillors, the press and members of the public.

Purpose

The Parish Council is accountable to members of the public and has a duty to convey its decisions and actions through various media.

All communication will be conveyed in an open and straightforward manner.

The Clerk to the Council is the Proper Officer of the Parish Council and is responsible for all formal communication between the Council, the press and members of the public.

Procedure

The following procedure sets out how the Council's decisions and actions will be disseminated to interested parties.

- 1) Neither the Clerk nor Councillors will disclose confidential information that is exempt under the Freedom of Information Act 2000.
- 2) Using Council approved themes the Chairman will be responsible for presenting the Parish Council's Annual Report at the Annual Parish Meeting. Once a formal written draft has been approved by full Council the Annual Report will be published on the Council's website.
- 3) The Clerk is solely responsible for the preparation of notices of Council meetings, agendas and minutes.
- 4) The Clerk is responsible for maintaining the Council's website so that it remains current. Notice of meetings, approved minutes, the Annual Report, adopted Annual Accounts and news items will be displayed on the website along with other relevant information.
- 5) All correspondence addressed to the Parish Council will be actioned by the Clerk. Information that needs to be considered by the Council will be placed on the first agenda after its receipt. Requests for information from members of the public will be dealt with according to the terms of the Freedom of Information Act 2000.
- 6) Agendas for Council meetings will be accompanied with sufficient reports and information to enable Members to make an informed decision. Agendas will be emailed and available as hard copies on request and be sent at least 3 clear working days before all meetings of the Council.
- 7) Other relevant information will be emailed to Councillors in between meetings.