

# Avon Dassett Parish Council

## Communications Policy

### Update Schedule

<b><u>Action</u></b>	<b><u>Date</u></b>
Adopted by Avon Dassett Parish Council	9 May 2016
Adopted by Avon Dassett Parish Council	13 May 2019
Adopted by Avon Dassett Parish Council	5 May 2021
Adopted by Avon Dassett Parish Council	22 November 2021
Adopted by Avon Dassett Parish Council	9 May 2022
Adopted by Avon Dassett Parish Council	4 July 2022
Adopted by Avon Dassett Parish Council	6 March 2023

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Communications Policy

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# Avon Dassett Parish Council

## Communications Policy

### **1) Aims**

Avon Dassett Parish Council “the Parish Council,” aims to establish clear, easy to use channels of communication between the Parish Council and the Parishioners, and vice versa.

To provide information on important matters in an appropriate manner, and also to facilitate and encourage informed comment from interested individuals and groups.

It will aim to use clear and established methods of communication and wherever possible will seek to use appropriate channels of communication.

### **2) Introduction**

Each Parish Councillor has a duty to represent, without bias, the interest of the whole community. They will endeavour to do their best and are available to help Parishioners with regard to matters relating to the parish of Avon Dassett.

If the matter is important, parishioners should be asked to send a letter or an email to the Clerk to ensure that this will be brought before the Parish Council and dealt with in a suitable and professional manner.

If parishioners wish to communicate with the Clerk in confidence they should write directly to them by post to:

Avon Dassett Parish Council  
The Reading Room  
Avon Dassett  
Southam  
Warwickshire  
CV47 2AL

### **3) Parish Council Meetings**

The Parish Council will usually meet 6 times per year (with addition extraordinary meetings as necessary) in The Reading Room, Avon Dassett and the dates will be published in the minutes for meetings and also on Avon Dassett Parish Council’s website. Meetings are open to members of the public and our local Stratford on Avon District and Warwickshire County Councillors are usually in attendance.

We will meet the statutory notice periods required to advertise Parish Council meetings. Agendas and Minutes will be published on the Avon Dassett Parish Council website, made available to the Avon Dassett Community website and displayed on the Parish Council noticeboard. In addition, subscribers to our internal communication facility will receive an email advising them of the dates

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for meetings, or that the respective agendas and minutes are available and also giving them a link to the relevant documents on the Parish Council website.

The Parish Council will stream its meetings and make the recordings available on the Parish Council's website within 3 working days of the meeting. The Parish Council will adopt a Protocol on the Recording and Filming of Parish Council meetings.

The Parish Council will ensure that attendees are fully aware that the meetings are being streamed and recorded and that the recordings will be placed in the public domain. The Parish Council will also ensure that it fully complies with Data Protection legislation.

### **4) Annual Parish Council Meeting**

The Annual Parish Council Meeting will be held in May when Councillors will elect the Chair and appoint the Vice Chair for the forthcoming year.

The chair will present an annual report highlighting important events during the previous year.

### **5) Email Correspondence**

Councillors are able to use their personal email addresses for emails relating to Parish Council business provided that all emails addressed to anyone other than Councillors or the Clerk/Responsible Financial Officer, are copied to the clerk's email address which can be found at <http://www.avondassettparishcouncil.com> at the time they are originated.

However, if emails which relate to Parish Council matters, are received by councillors to their personal email accounts from anyone other than Councillors or the Clerk/Responsible Financial Officer then they should be forwarded to the Clerk and the originator should be requested to at least copy the Clerk on all future emails that relate to Parish Council matters. It is important that this is adhered to in order that the Parish Council has full and complete records of all email correspondence relating to Parish Council business.

In order to ensure impartiality of the Parish Council, the use of business email accounts to originate or answer Parish Council matters, is not permitted.

It must also be noted that if the Parish Council receives a Freedom of Information request it is possible that access could be required to Councillors personal email accounts. The Parish Council, will, where requested, be pleased to establish email accounts for Councillors in order that the need to access non-Parish Council email accounts is avoided.

All emails between Councillors or Councillors and the Clerk are to be treated as strictly confidential irrespective of a whether they are marked as such.

### **6) Avon Dassett Parish Council Website**

Avon Dassett Parish Council operates its own website for the provision of information to Parishioners and the world at large. It will be maintained by elected Councillors and the Clerk.

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There are individual pages on the Parish Council website detailing:

- how we will communicate with Parishioners, and
- how we would like Parishioners to communicate with us

The website gives full contact details and also a communications forms to enable contact with us from our website

### **7) Email Facility**

Avon Dassett Parish Council has developed and implemented a secure mailing list that we will anonymise and use as the basis for communications and distribution. To enable us to achieve this the express agreement of each resident who wants to be contacted by email will be obtained.

This facility will be categorized to enable subscribers to exclude certain categories of correspondence that they do not want to receive.

This facility will circulate information on behalf of Avon Dassett Parish Council. It will also, upon receipt of a specific request, circulate information on behalf of local clubs societies and fund raisers. It will not, however, circulate information on behalf of local businesses where to do so would imply support for that particular business entity.

### **8) Social Media**

Avon Dassett Parish Council will, where appropriate, use social media to supplement its communication facilities.

In addition, the Parish Council will consider on a meeting-by-meeting basis whether it is appropriate to place copies of recordings of meetings on YouTube.

### **9) Paper**

When requested, Avon Dassett Parish Council will deliver paper copies of communications to residents.