

**STONELEIGH AND ASHOW
JOINT PARISH COUNCIL**

POLICY STATEMENT - COMMUNICATION

Aim

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

To provide information on important matters in an appropriate 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 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. They may be contacted by email and a contact list is displayed on the Parish Council noticeboards around the village, on the Parish Council website and in the Parish Magazine.

If a matter needs further consideration it may be raised at either the open forum or as a full agenda item to be considered by a quorum of Councillors.

Parish Council Meetings

- The Parish Council will meet at 7pm on the second Thursday of every month except in August
- The Annual Meeting of the Parish Council will be the May meeting when Councillors will elect the Chair and appoint the Vice Chair for the forthcoming year.
- The Annual Parish Meeting will take place in the third or fourth week of April in each year, so that parishioners can have the opportunity to listen to the progress of the Parish Council over the last year and have the opportunity to debate local issues and celebrate local events and activities
- An open forum for parishioners will be held during each Parish Council meeting, where members of the public are invited to address the Council on any relevant matter

Press Relations

The Clerk and Chairman have the authority to issue press releases and comments to the local media on behalf of the Parish Council. Other members of the Parish Council can issue press releases and comments to the local media if this is approved by the Parish Council.

Noticeboards

The following items will be displayed permanently:

- Parish Councillors with contact details
- Notice of the annual audited accounts (when appropriate).
- The Parish Council meeting notice and agenda will be displayed three working days in advance of the meeting.

Annual Report

The Chairman's Report to the Annual Parish Meeting will be published annually in the parish magazine and on the website.

Parish Website

The following items will be permanently available:

- Parish Councillors names
- Parish Council meeting dates for the year
- The approved Parish Council Minutes
- The Parish Council's Annual Report

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 practicably possible.

If a parishioner wishes a matter to be formally discussed at a Parish Council meeting, then the Parish Clerk must be notified at least 10 days prior to the meeting to enable the item to be placed on the Agenda.

This policy was adopted by the Parish Council on 9th May 2019 and will be reviewed annually.