

# Castle Gresley Parish Council

## Council Communications

This policy aims to establish a protocol for effective communication of the Parish Council's activities and pertinent information to the media and members of the public.

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 is responsible for all formal communication between the Council, the press and members of the public. All Press Releases should be signed off by full council.

### Method of Communication

The Council will use the following media to communicate its activities:

Activity	Method of communication	Responsibility
Approved minutes	Website. Notice on FB to confirm posting	Clerk
Agenda	Website. Notice on FB to confirm posting	Clerk
Annual external audit	Website. Notice on FB to confirm posting	Clerk
Annual accounts	Website. Notice on FB to confirm posting	Clerk
Press releases		Clerk, following approval by full council
Councillor/clerk vacancies	Website. Notice on FB to confirm posting	Clerk
Events	Website. Notice on FB to confirm posting	Clerk
Useful information	Website. Notice on FB to confirm posting	Clerk
Annual report of the PC	Website. Notice on FB to confirm posting	Clerk to post once the chair has given the report at the May AGM

### Procedure

The Parish Council requests that any press or other social media request for an oral or written comment or statement from the Council, its Councillors or staff, shall be directed to the clerk. A statement may only be given by the clerk, following approval of full council.

***Councillors who wish to communicate directly with the press should make it clear that they are speaking as a private individual, not as a councillor.***

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

1. The Chairman will be responsible for presenting the Parish Council's Annual Report at the Annual General Meeting of the Council in May of each year.
2. The Clerk is solely responsible for the preparation of notices of Council meetings, agendas and minutes.
3. The Clerk is responsible for the overall development and maintenance of the Council's website so that it remains current.
4. All correspondence addressed to the Parish Council will be actioned by the Clerk.
5. Information that needs to be considered by the Parish Council, will be placed on the first agenda after its receipt.
6. Agendas for Council meetings will be accompanied with sufficient written reports and information to enable Members to make an informed decision. Agendas will be issued via email to all Councillors, in addition to hard copies, which will be posted to Members at least 3 clear days before all meetings of the Council.
7. Agendas and minutes for all meetings of the Council will be published on the Council's website. Agenda will also be displayed on the village noticeboards.
8. Council meetings will be verbally recorded and the recording held by the clerk for a period of approx.2 months (post approval by full council of the associated minutes and their subsequent posting onto the parish council website).
9. Other relevant information will be emailed to councillors in-between meetings.

### **Working for the Community**

The Council will not disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not be disclosed.