

# WELTON-BY-LINCOLN PARISH COUNCIL

## Communications Policy

### 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 to facilitate and encourage informed comment from interested individuals and groups. Welton-by-Lincoln Parish Council aims to be an open and transparent Council who listen to their electorate and try to make a difference to their community within its power and financial constraints.

### 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 Welton-by-Lincoln. They may be contacted by email or telephone and a contact list is available on the Parish Council notice board and Parish Council Website <http://www.welton-by-lincoln-pc.gov.uk>

The Parish Clerk can be contacted by letter or email at [clerk@welton-by-lincoln-pc.gov.uk](mailto:clerk@welton-by-lincoln-pc.gov.uk) and if relevant the matter will be brought before the Parish Council and dealt with in a suitable and professional manner.

### PARISH COUNCILLORS

Parish Councillors are there to listen and represent the views of the community. Parish Councillors are provided with an official Parish Council email address which is used for Council communications.

### PARISH COUNCIL MEETINGS

- The Parish Council will meet at 7.30pm on the 2<sup>nd</sup> Monday of the month at Manor Park Sport Club except in August.
- A 15-minute public open forum will be held prior to the start of the Parish Council Meeting.
- Committee meetings will be advertised on Facebook, Welton News and the Parish Council website.
- 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 Annual Parish meeting where electors, public and press are invited to hear reports from the Chair, District and County Councillors, Community Groups and any organisation that the Parish Council has funded during the year, will be held between 1<sup>st</sup> March and the 1<sup>st</sup> June each year.

## **Notice Board**

The following items will be displayed permanently:

- Parish Councillors contact details.
- Parish Council meeting dates for the year.

Notice of the annual audited accounts will be displayed when appropriate.

The Parish Council meeting notice will be displayed at least three days in advance of the meeting.

## **Parish Magazine-Welton News**

- The Clerk will provide updates for the Welton News on a monthly basis.
- Appropriate notices will be published as and when required.
- **Electronic communication**
  - Email is the preferred mode of written communication.
  - Best practice is promoted and followed in the production of web pages, notably with regard to clarity of structure and currency of information.
  - Personal data is protected in accordance with the Data Protection Act.
  - The privacy of personal communications is preserved in accordance with the Human Rights Act.
  - Some categories and items of information need to be kept confidential. All staff are bound to take care with the handling and transmission of confidential information, with regard to how and to whom the information is transmitted.
  - See Parish Councils Data Protection Policy.

## **Social Networking**

See Parish Council's Social Networking Policy.

## **Parish Website**

The following items will be permanently available.

- Parish Councillors names.
- Parish Council meeting dates for the current year.
- The draft Parish Council minutes (uploaded within one week of the meeting) the approved Parish Council minutes (uploaded within one week of approval)

- The Council' s Publication Scheme (a document which details information which can be requested from the Parish Council).
- Parish Council Policies.

## **Electronic and Paper-based Communication**

### ***Electronic v. paper***

As a general principle, papers should be distributed electronically using email, rather than on paper.

The exceptions are:

- Where there are many papers, or bulky papers, which all the recipients definitely need to have, and which the recipients need to have with them in meetings or the like.
- Where papers are confidential, and it would be difficult to provide confidential access electronically.
- Where papers are difficult to format correctly and distribute electronically.
- Selectively, where members do not have ready access to electronic media or choose not to receive it electronically.

### **Intended relevance:**

- The general principle is that a communication should make clear what it is about and what action is expected of the recipient. These may be obvious from the nature of the paper and context, for example a committee distribution or a consultation document on the web.

**Adopted: March 2017**

**Reviewed: May 2024**

**Next review: May 2025**