

Rodborough Parish Council Communications Policy

Aims

1. To establish clear, easy to use channels of communication between Rodborough Parish Council ("The Council") and the Parishioners, and vice versa.
2. To provide information on important matters in a timely 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 interests of the whole community. They will always try to do their best and are available to help you with regard to matters relating to the Parish of Rodborough. They may be contacted by telephone or email and a contacts list is displayed in the Commoner, on the website at www.rodborough.gov.uk and on the Council notice boards.

These boards are:

Rodborough Parish Council's official notice board is outside Rodborough Primary School which displays full information.

Community notice boards with limited information:

Full sized boards:

- at B&Q
- by Rodborough Tabernacle
- at Lightpill by the bus lay-by opposite Bath Road Trading Estate
- on the corner of Kitesnest Lane and Little Fishers
- on the corner of Rodborough Lane where it meets Butterow Hill
- Butterow West at the entrance to the Community Hall/playing fields

Smaller boards maximum 4xA4

- by the Pike House on Walkley Hill (limited information due to size)
- near the lay-by on the Common by Bearpools (limited information due to size)
- inside Sainsburys (limited information due to size)

Community notices only

- on the Cross at Swells Hill (for community notices only).

If you feel that the matter is important, then a phone call, email or letter to the Parish Clerk or Deputy Clerk will ensure that this matter is brought to the attention of the Council and dealt with in a timely and professional manner. It is the Council's intention to meet the

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Reviewed 19/11/12

Reviewed 17th October 2016.

Review date: November 2021

timescales detailed below (see: Correspondence) but there may be occasions when this is not possible.

Council Meetings.

- The Council will meet on the third Monday of the month,
- There may be no Council meetings in August and December.
- The Council will normally meet at the Community Hall, Butterow West.

There will be a 15-minute period at the start of all Full Council meetings (start time 7.00pm) for public participation where local parishioners can raise issues.

Notice boards and website

- The following items will be kept up to date and displayed continuously on both larger notice boards and website: -
 - [A] Parish Councillors with contact telephone numbers and address
 - [B] Council meeting dates for the year.
- The annual audited accounts and precept will be displayed on the official notice board and website as soon as practical for the required period of time.
- Council meeting agendas will be posted three days in advance of the meeting on the website and on main notice board.
- Full Council meeting minutes will be posted within 48 hours of the meeting after approval on the website.
- All other notices will be updated as appropriate.

The Commoner

- The precept will be published in the Commoner when available
- The Council Accounts will be published in the August edition of the Commoner.
- Articles published in the Commoner do not necessarily represent the views of either the editor or the Council unless this is specifically stated.

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 practically possible.

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- If a parishioner wishes a matter to be raised at a Council meeting, then the Parish Clerk or Deputy Clerk will need to be notified 1 week prior to the Agenda being published. This does not guarantee that the item will be put on the agenda.

Annual Parish Meeting

The Annual Parish Meeting is held so that local parishioners can have the opportunity to listen to the progress of the Council over the last year and have the opportunity to debate local issues and celebrate local events and activities.

Press Contact

- The Press Officer/s for the Council will be designated at the Annual Parish meeting.
- The Press Officer/s will check all items with the Clerk before sending items out.

Review

This document will be reviewed every 5 years.

Comments

Any comments or queries regarding this document should be made to the Parish Clerk or Deputy Clerk.