

Tur Langton Parish Council

Communications Policy

Aims

To establish clear, easy to use channels of communication between Tur Langton Parish Council and members of our local community. The Parish Council aims to provide information on important matters affecting our community and to encourage comment from interested individuals and groups. Each Parish Councillor has a duty to represent, without bias, the interests of the whole community. They will always try to help with regard to matters relating to the parish of Tur Langton. A contact list is available on the Parish Council notice board and also on the parish Council website.

To communicate in a professional and timely manner with the County and District Council on planning and other matters including consultations.(*Appendix 1*)

To communicate regularly with, the police, County Councillor and District Councillors, informing of the dates of meetings, receiving reports for our meetings and discussing issues.

To communicate effectively between councillors ensuring smooth running of Parish Council meetings and Parish Council business.(*Appendix 2*)

Means of communication

1. **Meetings.** These take place in January, March, May, July, September and November at 7.30pm in Tur Langton Village Hall. They are planned two meetings ahead and are advertised on the notice board, (at least three clear days before the meeting) on our website, in the Kibworth Chronicle, Langton Newsletter and our own newsletter. Meetings can be attended by members of the public.
2. **Annual Parish Meeting.** This is held in May when a summary of Tur Langton Parish Council activities for the previous is shared. This is also a forum for parishioners to raise questions and discuss issues.
3. **Website.** The website is our primary source of information as easily accessible. The Parish Council endeavours to keep the website current and up to date
4. **Newsletters** (Kibworth Chronicle, Langton Newsletter, Tur Langton Parish Council Newsletter) Newsletters will contain details of meeting dates, summaries of current Parish Council activities and are a vehicle to deliver information received by the Parish Council that is relevant to residents. Tur Langton Parish Council Newsletter will contain more detail. Contributions from local clubs and societies are welcome and local businesses can purchase advertising if space allows.
5. **Email.** This is how councillors / clerk / parishioners frequently communicate with each other. Care will be taken to ensure permission is granted to share email addresses. Care will also be taken to check recipients when messages are forwarded or replied to.
6. **Notice board.** Meetings, finance, councillor details and relevant information received by the council will be displayed on the lockable PC side of the notice

board. The public side of the notice board will be checked at least bi-monthly when the agenda is placed on the board and out of date / inappropriate material removed.

- 7. Written Communication and correspondence.** All correspondence should be addressed to the clerk. This will ensure that the matter is recorded and passed to the council for their attention at the next meeting. All correspondence will be acknowledged by the clerk within seven days, if email is used the reply will be by email. If a parishioner wishes a subject to be raised then the clerk must be informed seven days before the publication of the agenda.

Review

This communication policy will be reviewed annually on the date specified in Tur Langton Parish Council's Yearly Plan