

Weston Parish Council Communication Policy

Aims

To establish clear, easy to use, two-way channels of communication between Weston Parish Council and members of the local community.

The Parish Council aims to provide information on important matters affecting the 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 Weston.

A contact list is available on the notice-board and on the Parish Council website.

Means of Communication

The Parish Council will publish draft minutes of the most recent meeting on the parish website within one month of the meeting. Signed minutes are posted on the parish website following formal approval and adoption or to individuals on application to the Parish Clerk. Notes to Parish Council meetings are also published in *Unity*.

Parish Council Meetings

The Parish Council meets in Weston Village Hall at 7.30 pm on the first Wednesday of every month with the exception of August and December. The agenda for the next meeting is posted on the Parish Council notice-board a minimum of three working days before the meeting. Before the start of every meeting there is an opportunity for members of the public to raise a matter of concern or to comment on an item on the agenda. Once the meeting has commenced however, members of the public are not permitted to contribute to the discussion unless the Chairman feels that they have some expertise or experience in the matter being discussed. In this case, he will temporarily suspend the Standing Orders to allow them to speak.

Agenda

The agenda will be compiled by the Parish Clerk, approved by the Chair prior to circulation and be circulated a minimum of three working days prior to the meeting. Councillors can submit items for the agenda up to one week prior to the meeting.

Minutes

Draft minutes will be circulated to Councillors within seven days of a meeting. Comments to be returned to the Clerk within a further seven days. Where a Councillor has a query about an item recorded in the minutes then this should be raised in the next meeting for clarification.

Resolutions and decisions will be clearly recorded in the minutes including agreed actions and the person(s) tasked with undertaking the action.

Annual Meeting (AGM) of the Parish Council

This meeting will be held in May, in an Election year it will be held on the fourth day after the election or within 14 days. Councillors will elect the Chair and appoint the Vice Chair for the forthcoming year during this meeting.

Annual Parish Meeting

This is not a meeting of the Parish Council but a meeting of the Parish Council chaired by the Council Chairman. Seven clear days' notice of the meeting will be given. The meeting will be held between 1st March and 1st June and will not commence earlier than 6.00 pm unless otherwise agreed. Its purpose is to provide parishioners with a summary of the activities of the Parish Council and other village organisations during the past year. Any issue can be raised for

discussion to enable parishioners to air their views and debate local issues of concern to them. The Parish Council will work in partnership with other village organisations in order to prepare for this meeting.

Notice-board in Front of the Village Hall

The following items will be displayed permanently:

- Members List of the Parish Councillors and the Parish Clerk Contact Detail
- Parish Council meeting dates for the year
- Details of location of the Parish Council minutes
- A copy of the agenda for the forthcoming meeting
- Details of the Parish Website and Facebook page

Correspondence

All correspondence relating to the Council should be addressed to the Parish Clerk in the first instance. This will ensure that the matter is recorded and passed to the Parish Council for their attention at the next meeting.

Where possible, all correspondence to the Parish Clerk will be acknowledged within seven days of receipt. If email is used then an acknowledgment will be sent by email.

If a parishioner wishes a subject to be raised, and it is appropriate for discussion at a Parish Council meeting, then the Parish Clerk should be notified seven days before the publication of the agenda.

All correspondence and communication/documents must be received by the Clerk to the Council a minimum of 24 hours prior to a meeting. Exceptions to this rule are planning and other documents which require a response prior to the next meeting of the Parish Council and representations or presentations from the public & outside speakers regarding a planning issue.

The Parish Council will determine the response, if any, to correspondence received. The Parish Council reserve the right to not respond to any correspondents that are taking up a disproportionate amount of the Parish Council Clerk's time.

The personal data of any resident in contact with the Parish Council will be dealt with in accordance with the Council's Privacy Policy.

External meetings

Councillors should provide notes or the formal minutes of any meetings that they attend on behalf of the Parish Council to the Clerk as soon as practicable so that they may be distributed to all Councillors.

Policy Review

This policy will be reviewed annually

Adopted September 2016

Reviewed AGM May 2023 – No Amendments Required

10/05/2023