

Brassington Parish Council Communications Policy

Aims

To establish clear, easy to use, channels of communication between Brassington 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. He/she will always try to help with regard to matters relating to the parish of Brassington. However, an individual councillor cannot respond to enquiries outside of Parish Council meetings other than to acknowledge such an enquiry. Neither can an individual councillor, nor the chairman, make a decision or respond on behalf of the Parish Council.

Means of Communication

The Parish Council will publish the full minutes of meetings on the Parish Council website and Facebook page, hard copies will also be available on the village notice boards.

Parish Council Meetings

The Parish Council usually meets in Brassington Village Hall on the first Tuesday of the month. The agenda for the next meeting is posted on the Parish Council notice-boards, website and Facebook page a minimum of three working days before the meeting.

During every parish council 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. After the conclusion of the public speaking section however, members of the public are not permitted to contribute to further agenda items unless it is felt necessary to pass a resolution by the parish council to accept a contribution from a member of the public. For full details regarding speaking at a Parish Council meeting please see the Parish Council's Public Speaking Policy.

Annual meeting of the Parish Council

This meeting will be held in May, in an Election year it will be held within 14 days. It is in effect a normal parish council meeting except that item one on the agenda has to be 'The election of the Chairman'.

Annual Parish Meeting

This is a meeting of the Parish and not the Parish Council and is usually held in April. Seven clear days' notice of the meeting will be given.

The Parish Annual meeting will usually be held on the same evening as the annual Parish Council meeting.

Parish Council Noticeboard

The following items will usually be displayed:

- The contact details of the parish council clerk
- A copy of the latest parish council minutes
- A copy of the agenda for the forthcoming meeting

Correspondence

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

All correspondence to the Parish Council Clerk will be acknowledged within seven days of receipt, unless the clerk is on annual leave. 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 Council Clerk will have to 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.

Review

Brassington Parish Council's Communication Policy will be reviewed annually