

## **Compton Bishop Parish Council Communications Policy**

### **PUBLIC Communications**

#### **Local Newspaper**

Articles to be approved by Clerk/Chairman

#### **Parish Newsletter**

Content to be approved by Council

#### **Contact Magazine**

Produced 6 weekly. Relevant council matters to be included. Information supplied by CBPC and Contact correspondent to moderate and edit. Clerk/Chairman to approve.

#### **Parish Council Notice Board**

For displaying agenda and minutes of Parish Council meetings and other notices approved by Council or Chairman/Clerk.

Promotion of any political party is not permitted. However, the local democratically elected parliamentary representative may have notices placed on Parish Notice Board to publicise the MP's surgery location/times.

#### **General Notice Board**

Parish Council has no responsibility

#### **Commercial Notices**

No item from which an individual makes financial or personal gain will be permitted

#### **Website**

The web site is available for all areas of the community to inform the parish. The Parish Council will have management and maintenance responsibilities. No political statement or inferences to be included.

### **Councillors Communications**

#### **Agenda items**

Items to be included in the next agenda to be sent to the Clerk ten days prior to any council meeting.

#### **e-mail correspondence**

E-mail should be kept to a minimum. When an e-mail is sent by a councillor or Clerk, any responses should be only be directed to the originator. The initiator should decide whether the response is relevant for wider consumption. ·

Planning application and advisory group leaders should contain their communications on their group subject to group members only. The clerk should be included when any conclusions are reached.

Compton Bishop Parish Council Corporate Policy

Adopted by Compton Bishop Parish Council 5<sup>th</sup> May 2021

The Chairman and Clerk must be included in the circulation when matters affecting the council as a body are discussed.