



# Burston and Shimpling Parish Council

## Communications Policy

### 1. Purposes

The purpose of this policy is to establish an agreed framework for communications so that as a Council we are able to:

- Improve the quality of working relationships between all members of the Council team.
- Create opportunities to understand and meet the needs of parishioners.
- Be better informed and share information.
- Strengthen working relationships with other agencies, including SNC, NCC and other Parish Councils.
- Communicate effectively via the media.
- Maintain appropriate confidentiality.

### 2. This will be achieved by:

- Using personal contact or the telephone or email to discuss issues between meetings, but remembering that email may become public.
- Conducting the business of Council at formal meetings of Council only, including amendments to minutes of meetings, and formal resolutions.
- The Clerk to Council distributing a weekly listing of items received between meetings, forwarding copies of relevant emails.
- Making full use, as appropriate, of the range of support available from other agencies, including SNC, NCC, the Norfolk County Association or Parish & Town Councils and the Society of Local Council Clerks.
- Communicating with the local press and other media via the Chairman, or in his absence, the Vice Chairman, or as otherwise decided by Council.
- Publishing a parish newsletter.
- Members taking ownership of key aspects of council business and keeping other members informed.
- Using the notice boards in Burston and Shimpling.
- Using the website and other social media.

**Note: This policy is subject to, and does not replace, the requirements documented by Standing Orders and Code of Conduct**