APPROVED BY TALATON PARISH COUNCIL AT ITS MEETING ON 7TH FEBRUARY 2024

REVIEWED AND APPROVED BY TALATON PARISH COUNCIL AT ITS MEETING ON 4TH MARCH 2026

TALATON PARISH COUNCIL

COMMUNICATIONS POLICY

AIMS

- To establish clear, easy to use channels of communication between Talaton Parish Council (`the Council`) and the parishioners (`Parishioners`) of the Parish of Talaton (`Parish`), and vice versa.
- To provide information on important matters in an appropriate manner to facilitate and encourage informed comment from interested individuals and groups. The Council aims to be an open and transparent council who listens to their electorate and tries to make a difference to their community within its power and financial constraints.

INTRODUCTION

Each Parish Councillor (`Councillor`) has a duty to represent, without bias, the interest of the whole community. They will endeavour to do their best and are available to help Parishioners with regard to matters relating to the Parish. They may be contacted by email or telephone and a contact list is displayed on the Council noticeboards around the village as well as the Council Website.

If the matter is important, then contact the Parish Council Clerk (`the Clerk`) by letter or email to ensure that the matter is brought before the Council and dealt with in a suitable and professional manner.

COUNCILLORS

Councillors are there to listen and represent the views of the community.

Councillors are provided with an official Council email address which is used for all Council communications

COUNCIL MEETINGS

- The Council will meet for its Full Council Meetings at 7.30pm on the first Wednesday of the month (except for the month of August when the Council does

not meet). There may be additional meetings (Extra Ordinary meetings) which will be advertised

- The Annual Meeting of the Parish Council will be the May meeting when Councillors will elect the Chair of the Council (`the Chair`) and appoint the Vice Chair of the Council (`the Vice-Chair`) for the forthcoming year
- The Annual Parish Meeting (a meeting of the electorate) will take place on a date between 1st March and 1st June in each year
- The Council will meet in Talaton Parish Hall for all its meetings, unless otherwise notified. A 15-minute discussion period for Parishioners will be held near the beginning of each Council Meeting.

PRESS RELATIONS

Normally only the Clerk and Chair issue press releases and comments to the local media, however when Councillors provide information to the local media it needs to be made clear whether they are speaking on behalf of the Council or as individuals.

INVOLVEMENT IN PARTNERSHIPS

Where appropriate, the Council has and will continue to liaise with other various organisations such as neighbouring parishes, District and County Councils (and any successor councils) , the Devon Association of Local Councils, Devon Communities Together, Police Safety Teams etc.

NOTICEBOARDS

The following items will be displayed permanently:

- Councillors with contact details
- Council meeting dates for the year
- Notice of the annual audited accounts will be displayed when appropriate.
- The Council meeting notice will be displayed at least five days in advance of the meeting.
- Notices for Parishioners will be displayed as and when appropriate

PARISH MAGAZINE

The Clerk and/or Chair will provide Council updates for the Calendar newsletter when needed.

Appropriate notices will be published as and when required.

SOCIAL NETWORKING (Twitter, Facebook etc)

The Council currently does not have its own Facebook page. However in the future should this change, then it will be agreed by the Council as to who will manage the Facebook page and who will have the authority or delegated authority to issue updates and news on behalf of the Council. However it is agreed that in the interim any relevant Council information shall be posted on `Talaton Talk` (a Facebook page) by the Clerk but shall not invite comments, as the posting are purely for information only

The Clerk or councillors using social networking through their personal or professional lives must not comment on the activities of the Council to ensure that the Code of Conduct is not breached. Please refer to the Social Media Policy for further guidance