

KILLINGHALL PARISH COUNCIL

COMMUNICATIONS POLICY

AIM: To establish clear, easy to use channels of communication between the Parish Council and Parishioners and vice versa.

To provide information on important matters in a timely manner so as to facilitate and encourage informed comment from interested individuals and groups.

INTRODUCTION

Each parish Councillor has a duty to represent, without bias, the interests of the whole community. They will always try to do their best and are available to help Parishioners with matters relating to Killinghall Parish. They may be contacted by telephone and their names and contact numbers appear on the Council's website. If Residents feel from time to time that a matter is particularly important, then a letter/email to the Clerk to the Council will ensure that the matter is dealt with in a timely and professional manner.

It is the Parish Council's intention to meet the timescales set, but there could be occasions when this is not always possible. When this happens, the Parish Council will do everything to ensure that the matter is dealt with as soon as possible, with a possibility that procedures may also be reviewed to prevent future delays.

PARISH COUNCIL MEETINGS

The Parish Council will normally meet on the first Wednesday of every month, with the possible exceptions of August and January. If it is not possible to meet on the first Wednesday, then the meeting will be rearranged for the following week. The Clerk will publish the date and Agenda for each meeting at least 3 working days before on all the three Parish Council noticeboards (see below) and website. Details of Planning Applications will also appear on the Agenda each month.

Killinghall Parish Council normally meet in the Schoolroom at the Methodist Chapel on Ripon Rd in Killinghall village. Members of the public can attend any meeting to allow them to give their views on any items on the Agenda. The Clerk must be informed in advance either directly or through a Councillor if individual members of the public wish to speak at the meeting. Members of the public who have given notice will be invited to speak and limit themselves to 3 minutes.

Recording is allowed at Parish Council meetings that are open to the public subject to the recording being conducted without disruption to the meeting – preferably with the knowledge of the Chairperson of the meeting and clearly visible to anyone at the meeting following the guidelines set out by YLCA (available on their website) ..

ANNUAL ASSEMBLY

This will take place each year in April and will be in addition to the normal Parish Council meeting. It will provide Parishioners with a summary of the activities of the Council over the previous year as well as an opportunity to debate local issues and celebrate events that have taken place over the year.

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NOTICEBOARDS

These are situated at the front of Killinghall Village Hall, in the Glebe overlooking Church Lane, in Killinghall Moor near the roundabout on Trefoil Drive. Displayed on each noticeboard will be the Council web address, the Agenda for the next meeting, any other public information. A draft version of the minutes will be available on the website, ASAP after a meeting and the final version after it has been ratified at the following meeting.

CORRESPONDENCE

All correspondence to the Parish Council must be sent to the Clerk to the Council in the first instance. This will ensure that the matter is recorded and passed onto each of the Parish Councillors before being attended to at the next meeting. All correspondence sent to the Clerk will be acknowledged by letter within 7 working days. If email is used then an acknowledgement will be sent via email.

If a Parishioner wishes a matter to be raised and it is appropriate to be discussed at the next Parish Council meeting, then the Clerk must receive notification at least 7 days prior to the Agenda being published.

WEBSITE www.killinghallparishcouncil

The Parish website will be kept up to date by the Clerk. It will contain details of all the Councillors and the Wards they represent. Other than Agendas and Minutes of meetings and under the provisions of the Transparency Code, financial records will be published (Annual Return), Clerk's Report. Various public notices and information on groups in the Parish will also be given, together with accounts of various activities.

There is provision to also publish a Newsletter in the future.

MEDIA COMMUNICATIONS

These will include press releases, interviews, articles etc., which could include details of the Parish Council's activities and views. The nominated media contact representatives of KPC are the Chairman and Vice Chairman, unless the Chairman nominates another Councillor in their place. Other Councillors who have responsibilities within other Organisations in the Parish are entitled to communicate with the Press directly as the representative of that organisation but not to give the views of Killinghall Parish Council.

ADDITIONAL SUPPORT TO AID COMMUNICATIONS

The National Association of Local Councils has produced a very detailed document entitled 'Getting your Message across' which contains guidance on all areas of communication. This provides a usual reference to the Council when dealing with matters relating to communication with Parishioners and the Media.

REVIEW

This Communications Policy will be reviewed as/when changes need to be implemented.