

## **BUXTED PARISH COUNCIL**

### **COMMUNICATIONS POLICY FOR BUXTED PARISH COUNCIL MEETINGS**

#### **Introduction**

- This policy applies to all Buxted Council Meetings - Full Council, Planning, Finance, Committees and Sub Committees.
- Buxted Parish Council supports the principles of openness and transparency. It encourages public interest and engagement in decision making.

The following points set out the criteria for the Communication Policy:

1. The point of contact for correspondence to the Council is the Parish Clerk.
2. All correspondence relating to Council matters should be addressed to the Parish Clerk.
3. The Parish Clerk will deal with all correspondence following a meeting unless otherwise agreed. The Council will agree at the meeting if a draft copy of correspondence should be circulated to the Council prior to posting or emailing a reply.
4. Correspondence received by the Parish Clerk will be dealt with on or before the next Council Meeting.
5. The Parish Clerk will inform the correspondent as soon practicable.
6. Any items which need urgent attention will be brought to the attention of the Council.
7. No individual councillor should be the sole custodian of any correspondence or information in the name of the Parish Council, a Committee, Sub Committee or Working Party.
8. Press reports from the Parish Council and response to press inquiries will be via the Parish Clerk. The content of the report will be approved by the Full Council, Chairman, Vice Chairman – whichever is the most practical given any time restraints.
9. If councillors or members of the public have a complaint, this should be presented to the Parish Clerk in written form, to be dealt with under the Council's Complaints Procedure.
10. Requests for information from councillors must be appropriate to the Council's powers. All instructions to members of staff must be minuted at the relevant meeting.
11. Officers of the Council are expected to investigate and research relevant matters on behalf of the Council e.g. planning and community issues, contracts, insurance.