

Communication Statement

(Reproduced in full from the February 2017 Minutes)

General

Councillors and the Clerk will be expected to operate using a common sense approach to communication to ensure openness and transparency on matters of importance to the Parish Council and individual Councillors but at the same time give colleagues freedom to progress their tasks unburdened by demands for copies of minor correspondence.

Internal communications

Any Councillor may request that they be copied in on all emails and other correspondence originated by the Clerk and/or other Councillors, with the exception of those related to any confidential matters which the Chairman or Clerk for the time being may be dealing with. Such Councillor(s) should notify the Clerk of their request in writing.

External communications

The Parish Clerk is the main conduit for external communications to statutory and other bodies but there will be valid exceptions. Communications on behalf of the Council to statutory and representative bodies, whether originated by the Clerk and/or other Councillors, should be distributed in the same way as internal communications above.

It was agreed the statement would be a useful addition to the induction pack for new Councillors. Accordingly, the statement was agreed and the principles adopted.