



Stoke Orchard and Tredington Parish Council
Communications Policy Adopted on 8th May 2024
Reviewed 7th May 2025
Next review due in May 2026 or sooner if required

AIMS

To establish clear, easy to use channels of communication between the Parish Council and the Parishioners, and vice versa. To provide information on important matters in an appropriate 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 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 of Stoke Orchard and Tredington. They may be contacted by email or telephone and a contact list is displayed on the Parish Council noticeboards around the parish. If the matter is important, then contact the Parish Clerk in writing to ensure that the matter is brought before the Parish Council and dealt with in a suitable and professional manner. It is the Parish Council's intention to comply with the schedule as below.

PARISH COUNCIL MEETINGS

- The Parish Council will meet at 7.00pm on the first Wednesday of the month unless otherwise notified
- The Annual Meeting of the Parish Council will be the May meeting when Councillors will elect the Chairman and appoint the Vice Chairman for the forthcoming year
- The Annual Parish Meeting (a meeting of the electorate) will take place in May in each year
- The Parish Council will meet in Stoke Orchard Community Centre, Armstrong Road, Stoke Orchard, Cheltenham, GL52 7SB unless otherwise notified
- At Parish Council Meetings a period of time will be designated for public participation when parishioners will be able to make representations, ask questions and give evidence, it will be near the beginning of the Parish Council Meeting

SOCIAL NETWORKING (Twitter, Facebook etc)

The Parish Council has a Facebook page which will be updated with relevant information

NOTICEBOARDS

The following items will be displayed permanently:

- Parish Councillors with contact details
- Parish Council meeting dates for the year

Notice of the annual audited accounts will be displayed when appropriate.

The Parish Council meeting notice will be displayed at least three clear days in advance of the meeting.

Notices for Parishioners will be displayed as and when appropriate

PARISH WEBSITE

The following items will be permanently available:

- Parish Councillors names
- Parish Council meeting dates for the year
- Parish Council Minutes
- The Council's Publication Scheme (a document which details information which can be requested from the Parish Council) The Parish Clerk will ensure that all Parish Council information included on the Website is regularly updated.

CORRESPONDENCE

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practicably possible.

If a Parishioner wishes a matter to be formally discussed at a Parish Council meeting, then the Parish Clerk must be notified in writing at least 7 days prior to the meeting to enable the item to be placed on the agenda.

ANNUAL PARISH MEETING

The Annual Parish Meeting is held so that parishioners can have the opportunity to listen to the progress of the Parish Council over the last year and have the opportunity to debate local issues and celebrate local events and activities

ALTERNATIVE FORMATS

The Parish Council will provide information in other formats on request, e.g. audio, large print, other written languages etc.

COMMENTS

Any comments or queries regarding this document should be made to the Parish Clerk