Norton Parish Council

Communications Policy

Adopted 09.07.25

Reviewed May 2026

Next review due Annual Meeting May 2027

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 Norton.

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 7.30pm on the second Wednesday in the months of January, March, May, July, September and November 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 Norton Village Hall, Old Tewkesbury Road, Gloucestershire. GL20 9LJ 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

PRESS RELATIONS

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

SOCIAL NETWORKING (Twitter, Facebook etc)

The Parish Council does not use social media but does have a parish WhatsApp group.

NOTICEBOARDS

The following items will be displayed on the noticeboards:

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

• The approved Parish Council Minutes (uploaded within one week of approval)

• 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