**Hutton Buscel Parish Council**

**Communication Strategy Working Party**

**Draft for consideration by the council 3rd June 2016**

**Website**

Parish council section should contain:

* Transparency code
* Minutes
* Current agendas
* Account and other financial information
* Piece explaining how parish councils operate
* Photos of members and clerk and contact details
* List of meeting dates, time and place
* PDFs of parish plan, village design statement and latest newsletter

**Minutes**

Draft minutes should be produced and circulated within seven days of the meeting, published in notice board and on website, and approved at next meeting. This complies with the spirit of transparency and accountability and also earns members who were absent from a meeting find out quickly what was decided.

**Agendas**

Agendas should continue to be published in the notice board and on the website a minimum of three working days before a meeting.

Members of the public attending council meetings should be welcomed by the chairman and provided with copies of agendas.

**Newsletters**

Because of the widespread approval a of the newsletter in the parish plan survey, and the substantial minority of residents without Internet access, the newsletter should be published twice a year, in April and October. A PDF version should be available on the website. The council should have a formal discussion on the proposed content of the newsletter at a meeting before publication.

**Communication between councillors**

When a councillor has a new agenda item for the meeting, he/she should provide a brief note in advance to members in advance of the meeting, explaining the item. This will make meetings run more smoothly, and aid effective communication between meetings.

**Noticeboards**

While the parish council noticeboard is adequate for purpose, the main noticeboard is a jumble of overcrowded and often out of date material. The noticeboard should be refurbished and a system for managing the content introduced.

The board should be taken down, the woodwork and glass cleaned and polished and re-installed in the bus shelter.

New rules for use of the noticeboard should be introduced:

* Only notices relating directly to organisations/events in Hutton Buscel will be allowed
* These must be dated events. Posters for general services and events outside the village will not be allowed because of space constraints.
* Organisations using the board are responsible for removing their posters once the date of the event has passed
* A parish councillor should be appointed to oversee the noticeboard

**Face to face meetings with residents**

The council wishes to encourage face to face contact with residents, particularly those who do not attend parish council meetings. The website, newsletters and the notice boards will contain material encouraging residents to make contact with individual councillors.

**Annual parish assembly**

The group would like to see more people attending the annual parish assembly, but feels that as the other measures outlined above are designed increase community involvement, the issue of changes to the parish assembly should be left in abeyance.

Richard Bastiman

Martin Price

Andy Sarney

30th May 2016