



COMMUNICATIONS POLICY

As digital, social media and electronic communications continues to develop and becomes the norm Horton Parish Council will, within its limited resources both human and financial, endeavour to move forward, improve and expand upon all channels of communications. Be this within the Council, between the Council and the people, businesses, statutory authorities or agencies it works with or serves and the wider global audience. The latter with an awareness that those who do not have access to or do not wish to move into the electronic age, must be accommodated and not discriminated against.

As is required by statute all communications both internal and external must be received, sent or distributed by the Clerk to the Council as the Proper Officer.

1. Communication Standards and Expectations from the Parish Council as a corporate body and Councillors individually

All communications must:

- be civil, tasteful and relevant.
- not contain anything that is knowingly: unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, sexual or racially offensive.
- not contain content that is knowingly copied for other sources that requires 'copyright' consent.
- not contain personal information, other than basic contact details.
- not be used, have attached or enclosed within it any 'political party', information, advertising or promotion, in any form.
- not be used, have attached or enclosed within it any 'commercial' advertising or promotion, in any form.

2. Communications received both external and internal

- The Parish Council expect that all communications received meets the above standards. Any communications received not meeting the above standards may be ignored and the sender may be advised.
- Subject to workload, working time limitations and the subject matter, all communications will be responded to as soon as reasonably possible or as appropriate.

3. Web Site.

- The first stage of the new web site has been developed as a tool to meet and enhance 'Open Government' requirements. It achieves this by facilitating electronic access to Parish Council statutory information, by acting as an official notice board and by offering a direct line of communication to the Council. The second stage of the web site development aims to provide community page/s for community groups, local information and an events diary.

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Original Version 2021	Reviewed 02/03/2022 Jayne Kennedy - Parish Clerk	Ratified 2022/04/19 Reviewed 2023/03/21	To be reviewed March 2024