

HORTON PARISH COUNCIL - 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 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 have not access to or do not wish to move into the electronic age, must not, be discriminated against and must therefore be accommodated.

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 'copy right' consent .
- not contain personal information, other than basic contact details.
- Any type of Parish Council communication shall not be used, have attached or enclosed within it any 'political party', information, advertising or promotion, in any form.
- Any type of Parish Council communication shall 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 meet the above standards. Any communications received not meeting the above standards will either be ignored or the sender informed of this policy.
- Subject to workload, working time limitations and the subject matter, all communications will be responded to as soon as possible or as appropriate.

3. Web Site.

- The first stage of the new web site is/has been developed as a tool to meet and enhance 'Open Government' requirements by facilitate electronic access to Parish Council statutory information, act as an official notice board and offer a direct line of communication to the Clerk to the Council. The second stage is to provide community page/s for community groups, local information and an events diary.

Horton Parish Council			
Communications Policy			
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