

# **Brundall Parish Council**

## **Communications and Social Media Policy**

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## **Correspondence**

The Clerks to the Council shall open and read all correspondence as soon as it is delivered and shall assess its level of urgency. Whenever possible, the correspondence shall be held for consideration at the next Council or committee meeting, as appropriate.

In the case of an emergency, where the correspondence demands attention before the date of a Council or committee meeting, the Clerks to the Council shall seek direction from the Chairman of the Council or, in their absence, from the Vice-Chairman.

Letters from the Council shall be written on Parish Council headed paper and shall be signed by either:

- a) The Clerk to the Council;
- b) The Chairman of the Council; or
- c) In the absence of the Chairman of the Council, the Vice-Chairman of the Council.

Councillors are reminded that an e-mail response can be considered legally binding and, therefore, Councillors should, wherever possible, request that the Clerk to the Council sends e-mails on their behalf under the Parish Council's e-mail address. Under no circumstances shall Councillors communicate directly with outside bodies on behalf of Brundall Parish Council unless specifically instructed to do so by the full Parish Council.

In all cases where a Councillor sends an e-mail on Parish Council business, then that e-mail shall be copied to the Clerk to the Council, the Chairman of the Council and the Vice-Chairman of the Council.

## **Website**

Brundall Parish Council shall create and manage a website.

The website shall be for the use and benefit of Brundall Parish Council only and shall not be freely used by other organisations, although Brundall Parish Council may, from time to time, include pages submitted by other such organisations.

Only the Clerks to the Council shall have access for editing the website and its content.

The Clerks to the Council shall:

- a) Ensure the accuracy of all website content;
- b) Ensure that all data included is up to date and relevant;
- c) Mount all content on the website; and

- d) Ensure that they are fully conversant with the latest website management developments.

The website shall include as a minimum:

- a) The name, address, telephone number and e-mail address of the Clerks to the Council with a statement that all matters should be addressed to them;
- b) A directory of Council Members;
- c) Constitution of Council committees;
- d) The Standing Orders of the Council;
- e) The Code of Conduct of the Council;
- f) Agenda for all meetings of the Council and its committees;
- g) Agreed Minutes of all meetings of the Council and its committees;
- h) A copy of the last available audited accounts of the Council;
- i) Hyperlinks to the websites of Norfolk County Council, Broadland District Council, and Norfolk Association of Local Councils.

The website shall carry no advertising of a commercial nature.

## **Notice Boards**

The Parish Council shall provide and maintain notice boards within the parish as deemed necessary at the time.

Only Parish Council, local authority related notices, and local non-political events shall be displayed on Parish Council notice boards unless a particular notice is specifically agreed by the full Parish Council.

In addition to Parish Council notice boards, the Parish Council shall provide and maintain a Community notice board located in the public car park on The Street. Notices for the benefit of the community may be displayed on the Community notice board.

The Council reserves the right to determine what is an appropriate notice for public display. Under no circumstances shall notices of an offensive nature be displayed on any Parish Council or Community notice board.

The Clerks to the Council shall be responsible for the management of notice boards and shall ensure that all notices are clean, legible and up to date.

## **Flyposting**

Flyposting is illegal and Brundall Parish Council will actively discourage any act of business flyposting in the parish in accordance with the following procedure.

On learning of a case of flyposting within the parish, the Clerks shall immediately contact the person(s) or organisation(s) responsible for it and

- a) Inform them that flyposting is illegal;
- b) Advise them that Brundall Parish Council will, on request, display non-commercial posters free of charge on its web site and notice boards and advise them of their options.

Should the offending poster(s) not be removed within a reasonable time, then the Parish Council shall again contact those responsible and inform them that unless the offending material is removed immediately the Council will report the matter to Broadland District Council with the aim of obtaining a prosecution.