

Englishcombe Parish Council

Communication Policy

1. Purpose

To establish a clear framework for effective internal and external communication across the Parish Council and their residents.

2. Objectives

- Ensure timely, transparent, and professional communication.
- Encourage community engagement.
- Support staff and Councillors in their communication responsibilities.

3. Scope

Applies to Councillors, staff, volunteers, and contractors involved in Council communication.

4. Methods of Communication

- Internal: Emails, briefings, internal memos.
- External: Website updates, newsletters, social media, press releases, public meetings.

5. Roles and Responsibilities

- The Clerk oversees all official communications.
- Staff and Councillors must follow guidelines for public-facing messages.
- Press enquiries are referred to the Clerk.

6. Digital Media and Social Media

- Council-managed platforms are for official use only.
- Personal social media use must not bring the Council into disrepute.

7. Confidentiality

Sensitive information must not be shared without prior approval.

8. Monitoring

Communications will be reviewed as and when required by the Clerk.

9. Review

Annual review by the Council.

Adopted: 2nd July 2025.

Review: July 2026