

Toft Parish Council - Communications Policy

1. Aims

- 1.1 To ensure Parishioners receive clear communication about Parish business.
- 1.2 To provide information on important matters in a timely manner and encourage informed comment from interested individuals and groups.

2. Roles

2.1 Parish Councillors have a duty to represent without bias the interests of the communities within Toft. They will always try to do their best and are available to help and assist. They may be contacted by telephone and email. Contacts lists are displayed on the Parish Council Noticeboard(s), in The Calendar, and the parish website: <http://www.toft.org.uk/index.php>.

2.2 The Parish Clerk serves the Council and wider community. He/she can be contacted on 0777 5155 321, or by email: clerk@toft.org.uk All correspondence will be acknowledged via email or letter within 7 working days of receipt.

3. Parish Council Meetings

- 3.1 The Parish Council normally meets on the first Monday of every month, except during Bank Holidays, at 7pm at The People's hall in Toft. All parishioners are welcome to attend and take part in the meeting during the public session.
- 3.2 The Parish Clerk will publish the minutes of Council meetings as soon as possible after they occur, and no later than when he/she publishes the Agenda of the following meeting on the noticeboard(s), and parish website.

4. Annual Parish Meeting

- 4.1 The Annual Parish Meeting is held in the People's Hall in May each year (except in an election year) to allow parishioners to receive reports of parish activities during the previous year, and the opportunity to debate local issues and celebrate local events and activities.
- 4.2 The annual accounts will be published as soon as possible after the Parish Council has adopted them.

5. Parish Council Reports

- 5.1 Reports of Council activities, and related items, will be made each month in the parish newsletter, The Calendar; and on the Council's Facebook site at <http://www.facebook.com/?ref=home#!/pages/Toft-Community-Page/110123045716448>
- 5.2 The Parish Council working in partnership with webmaster will also ensure that urgent items are posted under "Latest News" on Toft's website, and appear on the village noticeboard.

Robert Stone
Clerk to Toft Parish Council