

Avon Dassett Parish Council

Communications Policy

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This policy was approved by the Parish Council meeting on 2 March 2026. It will be reviewed every three years.

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Communications Policy

1. Aims

Avon Dassett Parish Council “the Parish Council,” aims to establish clear, easy to use channels of communication between the Parish Council and the Parishioners, and vice versa.

To provide information on important matters in an appropriate manner and also to facilitate and encourage informed comment from interested individuals and groups.

It will aim to use clear and established methods of communication and wherever possible will seek to use appropriate channels of communication.

2. Introduction

Each Parish Councillor has a duty to represent, without bias, the interest of the whole community. They will endeavour to do their best and are available to help Parishioners with regard to matters relating to the parish of Avon Dassett.

If the matter is important, parishioners should be asked to send a letter or an email to the Clerk to ensure that this will be brought before the Parish Council and dealt with in a suitable and professional manner.

If parishioners wish to communicate with the clerk in confidence, they should write directly to them by post to:

Avon Dassett Parish Council
The Reading Room
Avon Dassett
Southam
Warwickshire
CV47 2AL

3. Bi- Monthly Parish Council Meetings

The Parish Council will usually meet 6 times per year (with addition extra meetings as necessary) in The Reading Room, Avon Dassett and the dates will be published in the minutes for meetings and also on Avon Dassett Parish Council’s website. Meetings are open to members of the public and our local Stratford on Avon District and Warwickshire County Councillors are usually in attendance.

We will meet the statutory notice periods required to advertise Parish Council meetings. Agendas and Minutes will be published on the Avon Dassett Parish Council website, made available to the Avon Dassett Community website and displayed on the Parish Council noticeboard. In addition, subscribers to our internal communication facility will receive an email advising them of the dates for meetings, or that the respective agendas and minutes are available and also giving them a link to the relevant documents on the Parish Council website.

4. Annual Parish Council Meetings

The Annual Parish Council Meeting will be held in May when Councillors will elect the Chair and appoint the Vice Chair for the forthcoming year.

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5. Email Correspondence

Councillors are required to use .gov.uk email addresses provided by the Parish Council for emails relating to Parish Council business.

If emails which relate to Parish Council matters, are received by councillors to their personal email accounts they should be forwarded to their gov.uk email addresses and the originator informed of the correct email address.

All emails between Councillors or Councillors and the Clerk are to be treated as strictly confidential irrespective of whether they are marked as such.

6. Avon Dassett Parish Council Website

Avon Dassett Parish Council operates its own website for the provision of information to Parishioners and the world at large. It will be maintained by the Clerk.

The website gives full contact details and also a communications forms to enable contact with us from our website

7. Email Facility

Avon Dassett Parish Council has developed and implemented a secure mailing list that we will anonymise and use as the basis for communications and distribution. To enable us to achieve this the express agreement of each resident who wants to be contacted by email will be obtained.

This facility will circulate information on behalf of Avon Dassett Parish Council. It will also, upon receipt of a specific request, circulate information on behalf of local clubs, societies and fund raisers. It will not circulate information on behalf of local businesses where to do so would imply support for that particular business entity.

8. Social Media

Avon Dassett Parish Council, will, where appropriate, use social media to supplement its communication facilities.

9. Paper

When requested, Avon Dassett Parish Council will deliver paper copies of communications to residents.