

Bradwell with Pattiswick Parish Council

Community Engagement and Social Media Policy

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Community Engagement

Bradwell with Pattiswick Parish Council currently engages with the Community through the following methods:

- **Annual Parish Meeting** – Selected Community Organisations are invited to have a table at the meeting displaying information about their activities and how residents can get involved or request information. Residents of the Parish are invited by an advertisement in the Bradwell, Stisted and Pattiswick Parish Magazine, notices for the meeting are placed on the web-site and the noticeboards in Pattiswick and Bradwell.
- **What the Community Wants** – The Parish Council will publish a list after the Annual Parish Meeting and take details of questions to the next Parish Council Meeting for action.
- **Timetable of Meetings** – The timetable of meetings is published on the web-site, in the Parish Magazine and displayed on noticeboards.
- **Meetings** - Agenda for Parish Council meetings are published on the web-site and displayed on the noticeboards, and minutes of those meetings published as soon as available.
- **Public Meetings** – Where possible these will be held for any large planning applications or subjects of interest to the village. Notices of the meeting will be published on the website and in the Parish Magazine (issue dates permitting) and displayed on the noticeboards, the website and Facebook. Notices will be sent to any resident who has provided an e-mail address to the Parish Clerk.
- **Parish Council Surgery** – Open events to share information with residents will be held twice annually in September and January (as well as the Annual Parish Meeting and the Annual Parish Council Meeting in May) to share information, achievements, seek opinion and suggestions.
- **Transparency** – As well as minutes of meetings, details of the Council's activities, spending and governance are published on the website.
- **Web Site** – The web site is used for consultation and comment, notices and announcements. Information regarding the Parish is available and can be found on this site, together with copies of Agenda, Minutes and Financial Reports. Suggestions from residents for other information to be included are welcomed. (see Communications Policy)
- **Facebook** – The Parish Council does not have a dedicated Facebook link, but will publish notices and other announcements on the Bradwell Community site and on neighbouring parish Facebook pages if appropriate.
- **Public Question Time** – The public are invited (and encouraged) to attend all Parish Council Meetings. There is a permitted time of 15 minutes allowed in all Agenda for the Public to speak.
- **Items for Agenda** – The public are invited to express their views and address the Parish Council during public time and may be invited to comment on specific

agenda items at the Chairman's discretion. Councillors and members of the public may request specific items are added to the agenda within timescales published on the minutes and providing information supporting the request has been given prior to the agenda being issued.

- **Contact Details** – The Parish Council displays contact details for the Clerk and all Councillors on the Web-Site, noticeboards and Parish Magazine.
- **Neighbourhood Plan** -The Council produced a Neighbourhood Plan that was adopted by Braintree District Council in July 2019.
- **Litter Picking** –Formal litter picking days will be held twice annually and advertised in the Parish Magazine, website, Facebook and noticeboards. Residents are encouraged to take part. The Parish Council will fund the attendance of the District Council amenity vehicle at litter picking events for the convenience of residents to dispose of unwanted items.
- **Communications** – suggestions for improving communications with residents should be given to the Parish Clerk to seek opinion from full council.

Media Policy

To be read in conjunction with Bradwell with Pattiswick Parish Council Communications Policy.

The Parish Clerk is the principal contact for all media related enquiries and where appropriate will respond to all calls and arrange interviews with councillors as required.

The Council's media policy is to be:

- Open
- Transparent
- Honest
- Proactive
- Helpful

The Clerk and Councillors will:

- Promote the reputation of the Parish Council
- Will respond quickly and effectively to any media enquiries, and
- Respect the confidential nature of information which is held by the Council on staff, Councillors and residents.

Any enquiries received by Councillors should be referred to the Clerk for action, who in turn will interview Councillors for responses.

No interviews will be given to the media without prior approval or knowledge of the Clerk or Chairman.

Social Media

The Council does not subscribe to Facebook, Twitter, You Tube or any other type of social media. However, the Council will take advantage of the Facebook page Bradwell Community and those of neighbouring parishes where appropriate, to bring residents' attention to matters that affect them, such as:

- Road closures / road works
- Changes to footpath routes

- Security
- Events
- Meetings.

Any item or article to be published via social media must be approved by the Clerk before publication.

Any item posted on social media must comply with the following:

- All information/comments posted is in the “public domain” and may be viewed by anyone
- No confidential or personal matters to be published
- No images of children without parental permission
- Acknowledge items intended for the Parish Council
- No defamatory comments, obscene or rude language to be used
- No item posted on social media shall bring the Parish Council into disrepute
- No personal views to be posted as a Councillor or employee of the Parish Council.