Chignal parish council

Media policy

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| Version 1 | Clerk - WAG | 16.04.2021 |
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 Media Policy

Due to the nature of the Parish Council with one part time employee The Clerk is the first port of call for all media enquiries. The Clerk will respond to all calls and contact E-mails as soon as practical.

The Parish Council policy is to be Open, Transparent and Honest. At all times the Parish Council and its officers will promote the reputation of the Council and respond quickly and effectively to media enquiries.

The Clerk can only report on resolutions of the Parish Council and cannot answer questions on the reasons for these resolutions unless its due to Council policy.

The Webpage

The Parish Council maintains an online presence on [www.essexinfo.net/thechignals/](http://www.essexinfo.net/thechignals/)

All Parish documents and information are published on the website.

Social Media

The Council does not have a social media presence at this time due to the size of the Parish and the demographic of the electorate.

The Chignal News

All reports, minutes and agenda are to be written in a professional format for reproduction in the Chignal news.

Noticeboards

These are to be used for Parish Council and General notices to encourage community events.