



WALBERTON PARISH COUNCIL

COMMUNICATIONS POLICY

This policy was adopted by the council at its meeting held on 18 July 2017.

Introduction

Each Parish Councillor has a duty to represent, without bias, the interests of the whole community. He/she will always try to help with regard to matters relating to the parish. However, an individual councillor may not respond to enquiries outside of Parish Council meetings other than to acknowledge such an enquiry. Nor may an individual councillor, including the Chairman, make a decision or respond on behalf of the Parish Council unless specifically nominated by resolution.

Aims

The Council aims:

- To establish clear, easy to use, channels of communication between Walberton Parish Council and members of the local community, and vice versa.
- To provide information on important matters affecting the community in an appropriate manner.
- To facilitate and encourage comment from interested individuals and groups.

Application

This policy will come into force when adopted by resolution at a Full Council meeting and will be reviewed biennially.

Parish meetings

Full Parish Council meetings are held at least four times a year, and meetings of the Finance & Legal, General Purposes and Planning meetings are held from time to time. Meeting dates are published in advance on the parish noticeboard and council website. Meetings are usually held at 7.00pm in the Pavilion, The Street, Walberton. [Members of the public are welcome to](#)

[attend meetings](#). [Limited participation will be available via Teams](#). Agendas are posted a minimum of three working days before the meeting.

Members of the public are invited to council meetings (except Finance & Legal Committee meetings), but it should be borne in mind that they are council meetings, not public meetings. The public have an opportunity to ask questions about items on the agenda during Public Questions. For virtual meetings participation should be requested in advance. Occasional meetings are held on matters of wide local interest and these are widely publicised to which the public are invited. These are not council meetings for the purpose of transacting council business.

Minutes of council meetings are published on the council website.

Annual Meeting of the Parish Council

This meeting is held in May each year. It is in effect a normal parish council meeting except that on the agenda is 'The election of the Chairman' and nomination of committee members.

Annual Parish Meeting

This is a meeting of the Parish and not the Parish Council and is held between 1 March and 1 June each year. Parishioners may nominate items for the agenda, have the opportunity to listen to the progress of the Parish Council over the last year, and have the opportunity to debate local issues and celebrate local events and activities.

Correspondence

All correspondence relating to the Parish should be addressed to the Parish Clerk, who will ensure that the matter is passed to the Council for attention. Communication ideally should be in written form, either by email or letter, which will be acknowledged. There is also an answer phone in the parish office on which messages can be left for the clerk.

- Office address: The Parish Office, Recreation Ground, The Street, Walberton, Arundel. BN18 0PJ.
- Email address: clerk@walberton-pc.gov.uk
- Telephone: 01243-554528

Should a parishioner wish a subject to be raised, and it is appropriate for discussion at a Parish Council meeting, then the Parish Clerk should be notified seven days before the publication of the agenda.

Social Media

Parish Councillors will not engage in public communication via websites/twitter etc on behalf of the Parish Council. The Council may engage a person to manage its communication via social media on its behalf.

The Parish Council will not respond to enquiries or comments made via social media. If residents wish to raise an issue with the Parish Council, they should communicate directly through the Parish Clerk as above.

Parish Council website

The parish website is www.walberton-pc.gov.uk on which meeting dates, agendas, minutes, reports and policies are published.

Parish noticeboards

The Parish Council has three noticeboards. They are located at the entrance to the playing field car park, adjacent to the bus shelter at Barrack Row, The Street, and at Orchard Crescent, Fontwell. Agendas are posted at least three days before meetings. Other statutory notices, such as the annual audited accounts, will be displayed, as well as other relevant information. There are six public noticeboards in the parish. They are located at the entrance to the playing field car park, the entrance to Walberton & Binsted CofE School, the bus shelter in The Street, the Barrack Row bus stop, the village green and Orchard Crescent, Fontwell.

Publications

The Council contributes to the monthly Parish News, Sussex Local and Neighbourhood News magazines. Any comment, article or press release for the local media will be made by the Chairman, Clerk or other nominated councillor.

Review history	Date
Draft policy presented to Full Council	18 July 2017
Adopted by Full Council	18 July 2017
Date of review	18 July 2018
Date of last review	23 September 2022
Date of next review	24 September 2024
May 2025 Review process amended – Policy sent to Data Projection Officer and reviewed. This review will be carried out on an annual basis by both the Data Protection Officer and the Parish Council. The Parish Council will review this policy through Finance and Legal Committee – reference minute 15. FC/296/25	