# Cawston Parish Council

Communications Policy

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## Information Technology

The Council shall provide and pay the full cost of a computer and ancillary equipment for use by the Clerk to the Council as follows:

1. A laptop computer of suitable capacity complete with a carrying case and a combined printer and scanner;

**or:**

1. A desktop pc and a combined printer and scanner;

The Council shall meet the full cost of any necessary repairs or maintenance to the equipment specified above.

All computer equipment provided by the Parish Council will remain the property of the Council at all times and shall only be used for Council business.

Whilst the Council will ensure that the software provided for the Clerk to the Council is suitable for the purpose it is intended, it shall be the responsibility of the Clerk to the Council to ensure that all updates included in the costs paid by the Council are downloaded or otherwise obtained as soon as they become available.

In particular, when considering the provisions above, the Clerk to the Council shall ensure that the Council’s anti-virus software is updated at least weekly.

All computer software provided by the Parish Council will remain the property of the Council at all times and shall only be used for Council business.

Only software provided by the Council shall be loaded on the Council’s computers.

The Council shall carry out a complete audit of computer equipment and associated software at least annually.

The Clerk to the Council shall be solely responsible for backing-up to appropriate resources all computer files twice a month.

The RFO to the Council shall include an estimate of the cost of computer consumable items for the Council’s budget each year and the Council will meet the full cost of such items. Computer consumable items include:

1. Paper;
2. Printer ink;
3. Removable media;
4. Computer cleaning materials.

Payment for computer consumable items shall be made by the Council against the budget and valid receipts.

The Clerk to the Council shall be responsible for ensuring that the equipment specified above is maintained in full working order at the expense of the Parish Council.

## Website

Cawston Parish Council shall create and manage a website.

The website shall be for the use and benefit of Cawston Parish Council only and shall not be freely used by other organisations, although Cawston Parish Council may, from time to time, include pages submitted by other such organisations.

Only the Clerk to the Council shall have access for editing the website and its content. The Clerk to the Council shall:

1. Ensure the accuracy of all website content;
2. Ensure that all data included is up to date and relevant;
3. Mount all content on the website; and
4. Ensure that they are fully conversant with the latest website management developments.

The website shall include as a minimum:

1. The name, telephone number and email address of the Clerk to the Council with a statement that all matters should be addressed to them;
2. A directory of Council Members;
3. Constitution of Council committees;
4. The Standing Orders of the Council;
5. The Code of Conduct of the Council;
6. Agenda for all meetings of the Council and its committees;
7. Agreed Minutes of all meetings of the Council and its committees;
8. A copy of the last available audited accounts of the Council;
9. Hyperlinks to the websites of Norfolk County Council, Broadland District Council, and Norfolk Association of Local Councils.

The website shall carry no advertising of a commercial nature.

## Correspondence

The Clerk to the Council shall open and read all correspondence as soon as it is delivered and shall assess its level of urgency. Whenever possible, the correspondence shall be held for consideration at the next Council or committee meeting, as appropriate.

In the case of an emergency, where the correspondence demands attention before the date of a Council or committee meeting, the Clerk to the Council shall seek direction from the Chairman of the Council or, in their absence, from the Vice-Chairman.

Letters from the Council shall be written on Parish Council headed paper and shall be signed by either:

1. The Clerk to the Council;
2. The Chairman of the Council; or
3. In the absence of the Chairman of the Council, the Vice-Chairman of the Council.

Councillors are reminded that an email response can be considered legally binding and,

 therefore, Councillors should, wherever possible, request that the Clerk to the Council sends

emails on their behalf under the Parish Council’s email address. Under no circumstances shall Councillors communicate directly with outside bodies on behalf of Cawston Parish Council unless specifically instructed to do so by the full Parish Council.

In all cases where a Councillor sends an email on Parish Council business, then that email shall be copied to the Clerk to the Council, the Chairman of the Council and the Vice- Chairman of the Council.

## Notice Boards

The Parish Council shall provide and maintain notice boards within the parish as deemed necessary at the time.

Only Parish Council, local authority related notices, and local non-political events shall be displayed on Parish Council notice boards unless a particular notice is specifically agreed by the full Parish Council.

The Council reserves the right to determine what is an appropriate notice for public display. Under no circumstances shall notices of an offensive nature be displayed on any Parish Council or Community notice board.

The Clerk to the Council shall be responsible for the management of notice boards and shall ensure that all notices are clean, legible and up to date.

## Flyposting

Flyposting is illegal and Cawston Parish Council will actively discourage any act of business flyposting in the parish in accordance with the following procedure.

On learning of a case of flyposting within the parish, the Clerk shall immediately contact the person(s) or organisation(s) responsible for it and

1. Inform them that flyposting is illegal;
2. Advise them that Cawston Parish Council will, on request, display non- commercial posters free of charge on its web site and notice boards and advise them of their options.

Should the offending poster(s) not be removed within a reasonable time, then the Parish Council shall again contact those responsible and inform them that unless the offending material is removed immediately the Council will report the matter to Broadland District Council with the aim of obtaining a prosecution.

**Adopted by Cawston Parish Council on 20th October 2022**