

## **Tatsfield Parish Council Communications Policy**

The Parish Council seeks to be as open and transparent as possible within the confines of statutory duties and responsibilities.

### Transparency

- All Parish Council decisions will be made public and officially recorded.

### Confidentiality

- All steps will be taken to maintain personal confidentiality.
- Contractual and financial details will be treated as confidential until formal decisions have been made.

### Procedure

- Statements to the media will be issued by the Chairman (Vice Chairman) or by the Clerk as spokesman for the Chairman.
- For a formal response, enquiries from the public and the media should be referred to the Chairman (Vice-Chairman) on matters of policy and to the Clerk on all other, factual, matters.
- Individual Councillors are free to respond to enquiries as they see fit but must always make it clear that they are speaking on their own behalf and not on behalf of the Parish Council. Where their response is at variance with the agreed policy of the Parish Council, they must make this clear.
- Any issue raised with the Council that is a potential source of libel, discrimination, or legal action will be referred to the appropriate authorities for advice, response or action.

### Social Media

- The Parish Council will maximise the use of social media where appropriate to inform residents of Parish matters and other issues of interest.
- The management of the Council's social media will be devolved to responsible individuals who will report back to the council.