

COMMUNICATION AND COMMUNITY ENGAGEMENT POLICY

BEESTON REGIS PARISH COUNCIL

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Introduction

The purpose of this Policy is to guide Beeston Regis Parish Council's communications activity and public engagement. The Parish Council wishes to make sure that communications are two-way. It wishes to inform the parishioners and others about the Council and also to listen to what people tell us about themselves and the service they would like from the Council.

The Policy has been written to involve as many people as possible in a variety of ways. The Communications Policy endeavours to cover all aspects of the Parish Council's communications with everyone whom it comes into contact with either directly or indirectly.

Aim

Beeston Regis Parish Council will ensure that it communicates with all in a timely and effective manner to inform and consult on matters that might affect them and to publicise the services offered by the Council. It will endeavour to ensure that communication is clear and appropriate for the message and audience. The key stakeholders with which the council must communicate include parishioners, staff, Parish Councillors, MP, North Norfolk District Council, Norfolk County Council, local village businesses, community groups, village organisations, youth groups, Safer Neighbourhood Team, Press and Schools.

Methods

Methods used by Beeston Regis Parish Council to communicate and engage stakeholders about Council activities will take the form of:

- Direct with the Parish Clerk (Peter Bullimore: beestonpc@btinternet.com, Tel: 01263 822864)
- Parish Council meetings (a Surgery is held 15 minutes before each PC meeting) and two opportunities are available on the agenda for public participation.
- Website: www.beestonregisparishcouncil.org
- Regular Newsletters will be delivered to every household in the parish free of charge or collected from Headway
- Media Releases will be issued as and when appropriate.
- The Chairman's Annual Report will be included in the first issue of the newsletter thereafter which will be delivered free to every household in the village.
- Postings on Notice Boards throughout the village publicising Beeston Regis Parish Council activities and meeting agendas, diary of meetings, Councillors details, and other matters of interest.
- All such notices will also be regularly posted to the Beeston Regis Parish Council's website.
- Agendas for all meetings will be sent to Beeston Regis Parish and North Norfolk District Councillors, Norfolk County Councillor, Safer Neighbourhood Team Sheringham.
- Beeston Regis Parish Council will try to attract by way of a varied programme as many participants as possible to its Annual Parish Meeting.
- Initiatives will be launched that involve residents, e.g. Councillors will seek volunteers to help maintain the floral planting around the parish. The parish has a group of volunteer litter pickers tidying up the parish on a regular basis.
- Councillors will continue to represent the Council on various local groups, as well as communication with Beeston Hall School and West Runton Scouts. A council representative takes part in the annual wreath-laying ceremony on Remembrance Day.
- For any village initiatives consultation will be undertaken with residents in the vicinity before the commencement of any work.
- Word of mouth.
- Beeston Regis Parish Council will take due notice of any input of parishioners in the setting of the annual precept.
- A Facebook page and a Twitter feed has been set up to attract a wider range of parishioners and is regularly monitored to test the interest generated.

The above list is not exhaustive and any additional opportunities for public involvement are explored and encouraged.

(Adopted) 9th March 2016..... reviewed September 2019

Reviewed 14th July 2021.