



DOGMERSFIELD PARISH COUNCIL

Title: COMMUNICATION PROTOCOL

Ref: 015/21

Date: January 2021

Review: January 2022

This communication protocol identifies the ways in which Dogmersfield Parish Council currently communicates information to the local community and the wider community.

The Parish Council is responsible for communicating with different groups within the local and wider community for the benefit of the Parish of Dogmersfield as a whole. Dogmersfield Parish Council by its nature is responsible for carrying out its business in a wholly transparent way by for example meetings being publicly accessible and publishing evidence of its meetings via the Parish Council website.

Public Meetings

Dogmersfield Parish Council holds regular meetings to carry out its business throughout the year on a monthly basis (excluding April where the Annual Parish Assembly is held, and August where no meeting is regularly held).

Meetings are usually held on the second Monday of the month at the Dogmersfield Primary School commencing at 7.30pm. When 'in person' meetings are not possible (such as during the current COVID-19 pandemic), the meetings are held 'virtually'.

All members of the public are welcome to attend these meetings (in person or virtually) and an opportunity is provided to address the Parish Council with any issues relevant to the Parish of Dogmersfield under the public participation part of the agenda. Please note that a time limit may be given to present information to the council and if in doubt please contact the Parish Clerk in advance of any meeting.

Noticeboards

Dogmersfield Parish Council own three noticeboards located around the village within Dogmersfield. They are located at the end of Chalky Lane before the junction with the A287, on Pilcot Green South, Church Lane behind the Queens Head pub, and outside the entrance to the primary school on Chatter Alley. The noticeboards are updated regularly with an agenda to the next meeting of the Parish council, the minutes in draft form following a meeting and any other notices of importance, e.g. election notices, annual audit notices.

Website - www.dogmersfieldparish.co.uk

Dogmersfield Parish Council runs a website which is also maintained with all the current information such as meeting dates, minutes of past meetings, minutes of non-Parish Council meetings. It is also a source of other general information related to the business of the Parish Council.

Contact details of Parish Councillors and the Parish Clerk can also be found there.

For any comments on the website or if you require any information not shown there please feel free to contact the Parish Clerk at clerk@dogmersfieldparish.co.uk.

Email

Dogmersfield Parish Council can be contacted via email for which the contact details can be found via the website www.dogmersfieldparish.co.uk. The Parish Council maintains a confidential list of recipients predominantly made up of residents. This mailing list is maintained securely as per the requirements of the Data Protection Act of 2018. Emails issued to this mailing list are done so by 'blind copy' so that personal email addresses are not shared with other recipients. Those included in the mailing list can request to be removed at any time by contacting the Parish Clerk at clerk@dogmersfieldparish.co.uk. If you are concerned about any emails you have or may receive from the Parish Council please feel free to contact the clerk via telephone (details on the website). Please leave a message if the clerk is not available at that time).

Newsletter

Dogmersfield Parish Council issue at least two newsletters/bulletins during the year. The aim of the newsletter is to update residents on current issues that the council are dealing with and with the aim of providing other interesting information about social activities etc. going on in the local community.

For any comments on the newsletter please feel free to contact the Parish Clerk at clerk@dogmersfieldparish.co.uk.

It is the intention of the council that we will progress more towards electronic communication to replace the physical distribution of newsletters (where possible) by the start of 2022. Anyone unable to receive electronic communications can continue to receive physical copies.

Other

Dogmersfield Parish Council from time to time has matters of an urgent or timely manner to notify residents about and may include the following which is not exhaustive:

- Planning matters specific to neighbours of potential development
- Planning matters relevant to the Parish as a whole
- Notice of meetings in addition to the usual monthly meetings
- Election notices relevant to the Parish Council
- Consultations on matters relevant to residents of the Parish
- Advertising volunteer days in the village

In such instances the Parish Council will deliver a letter or a newsheet flyer to the properties most affected or to the whole Parish whichever is most appropriate. Councillors may also call on properties to gather information directly.

Notifications are frequently received from local authorities and supportive bodies (such as Hampshire County Council and NALC). The Clerk shall act as Content Manager in deciding which communications should be shared via the methods of communication available (noticeboard, website, email and physical notification).

Residents can also make personal contact with any member of the Parish Council by telephone or email. Contact details for all councillors and the Parish Clerk are provided on the Parish council website and in the newsletters. In relation to all methods of communication outlined above in this document please notify the council if you have any comments by contacting the Parish Clerk at clerk@dogmersfieldparish.co.uk.