

# ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 1 March 2017 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

---

## A G E N D A

273.01 Apologies for Absence

Receive members' apologies.

273.02 Declarations of Interest

Members can declare interests in this agenda item, or when arise during a meeting.

273.03 Public Participation - Residents Matters

In accordance with Standing Order 70 - the Chairman may adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Councillors will refrain from speaking in the public participation section.

273.04 Minutes of Council Meeting

Approve and sign the circulated minutes of the meeting as a correct record.

273.05 Clerk Report

Reports on ongoing projects and work, and updates on reports and requests from prior meetings.

273.06 Statutory Business

Consider any planning applications relevant to the village and formulate a response.

273.07 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Receive monitoring reports (see reports)

273.08 Consultations

- i) Chorley Council Revised Private Sector Housing Assistance Policy - circulated to Councillors 1 February 2017
- ii) Draft Central Lancashire Employment Skills Supplementary Planning Document Consultation - circulated to Councillors 1 February 2017

273.09 Best Kept Village Competition

Consider entries (Item 9)

273.10 Policy List Review

Review policy list (Item 10)

273.11 Review Calendar

Review calendar of tasks (Item 11)

273.12 Two Year Plan

Review and revise (Item 12)

273.13 Annual Report

Review draft annual report (Item 13)

273.14 Newsletter planning

Consider articles for the Spring issue

273.15 Social Media Policy

Consider the drafted policy for adoption (Item 15)

273.16 Publicity Protocol

Consider the revised protocol for adoption (Item 16)

273.17 Environment Reports

Receive progress report (attached).

273.18 Reports from Parish Council representatives on Other Bodies

Chorley Three Tier Liaison Forum - LL  
Astley Park Advisory Committee - KR

Neighbourhood Working Forum - LL  
Friends of Astley Park - KR

273.19 Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

**2017 meeting dates: 7pm Wednesdays: 3 May, 5 July, 6 September**

*D. Platt*

Clerk

Date: 21/02/17

**MINUTES** of Astley Village Parish Council meeting held Wednesday, 4 January 2017 at Astley Village Community Centre, Hallgate, Astley Village.

Present Cllrs A Bridge, R Fraser, C Lennox, L Lennox (Chairman), J McAndrew, J Nuttall, K Robinson.  
Clerk Mrs D Platt.

272.01 Apologies for Absence – Cllr Lynch, Handley, Hope.

272.02 Declarations of Interest – none.

272.03 Public Participation

RESOLVED: Council agreed to suspend standing orders.

Visitor, Tanya Edgar, from Our Health Our Care Programme reported that public engagement events have been happening and the information from these events is being analysed to develop change for the service. Trends appear to be people asking for care to be brought closer to home ie, GP. The next step (third phase) in March is to meet community groups. She asked whether groups such as the Parish Council could help with these engagement events.

Suggestion included the schools, who see health and social problems through their engagements, the Charnocks, Children's Centre and Chorley U3.

Issues raised;

Target driven sectors, financial input levels into sectors.

How the budgets are calculated was asked – to be made clear to the public.

It was agreed to display leaflets on our noticeboards and on our website.

RESOLVED: Council agreed to restore standing orders.

272.04 Minutes of Meeting

RESOLVED: Minutes of the Council meeting of 2 November 2016 were accepted as a correct record and signed by the Chair, alterations were made to 12, inserted Cllr Fraser leaving and section 14.

272.05 Clerks Report

Members received the report. It was agreed to write a letter to Derian House to ask visitors not to use the grass verge for parking, as it is churned up and looks a mess and it costs the Council money to keep filling it in, turfing or seeding.

The carol concert event was very well attended and went really well. Scouts attended in great numbers. Parklands Band was good and choice of carols was good. There were plenty of refreshments.

272.06 Statutory Business

16/01117/MNMA Derian House - Minor non-material amendment to car parking layout approved under planning permission 15/00636/FUL involving provision of additional spaces (circulated to Councillors 20 December). Council has made a formal response to this application which had been circulated and read by Councillors during November and December.

16/01059/FUL Derian House - Erection of fence to northern boundary of site (part retrospective) (circulated to Councillors 12 December). Response already sent in.

**272.07 Financial Matters**

- iii) Confirm the grant for Astley Village Scouts of £250 following receipt of requested information

RESOLVED: Council agreed to a grant to the Astley Village Scout group of £250.

- i) Consider applications for payment made to the Council

RESOLVED: The following requests for payment/standing orders were approved.

£	24.00	Easy Websites	Monthly rental January
£	24.00	Easy Websites	Monthly rental February
£	250.00	Astley Village Scouts	Grant
£	70.00	Astley Village Scouts	Newsletter delivery
£	50.00	WI	Grant
£	43.48	SLCC	Subscription
£	254.54	Employee 1	Reimbursements
£	278.00	Paper Rabbitt	Printing newsletter
£	125.00	Parklands School	Band
£	258.64	Employee 1	Salary Jan2017
£	79.63	Employee 2	Salary Jan2017
£	606.67	Employee 3	Salary Jan2017
£	64.80	HMRC	Tax&NI Jan 2017
£	258.84	Employee 1	Salary Feb2017
£	79.63	Employee 2	Salary Feb2017
£	606.67	Employee 3	Salary Feb2017

RESOLVED: Council agreed to enter in to the Private Part II section of the meeting and to exclude the public to consider the financial private items.

RESOLVED: Council agreed to go back into public session.

- ii) Precept figure to be set.

RESOLVED: Council approved that the Band D Council tax be raised to £22.00 per household

**272.08 Appoint Internal Auditor**

Appoint internal auditor Mr Lawson for year ending 31 March 2017

RESOLVED: Council approved to appoint Mr Lawson as Internal Auditor.

**272.09 Review Asset Register**

The following were agreed;

To group the items ie, all the seats together.

Seats all need to have the insurance value at replacement cost.

Change Oak tree to £200, Christmas tree to £500 for insurance purposes.

Lap-top to go on the list. Planter locations need to be checked.

RESOLVED: Council approved the Asset Register with the changes.

**272.10 Environment Reports**

Branches on the path adjacent to Brown's Hey have been cut back.

Main cabling on Chancery Road is now being done.

Knee rail, Long Croft Meadow has been completed.

Planters moved but, the large ones are in the centre and the small are in front of the school.

Litter between Hallgate and McColls – report back from the Personnel Committee meeting -letters to be sent to the pub, shop leaseholder, shops. CBC to be asked about enforcement.

The success of the volunteer litter pick was acknowledged by Council.

Questions for Places for People;

Places for People have installed a big metal sign at the top of Great Meadow (adjacent to Browns Hey) which contains no information. Why is it located there?

Planter at Great Meadow has not been planted up.

Chancery Road hedging breaches- still one section not replanted.

**272.11 Reports from Councillors who represent the Parish Council on Other Bodies**

Three Tier Forum – there has been no meeting, but an interim meeting regarding buses and libraries.

Astley Park Advisory Committee KR reported that the Hall will be closed for some time to effect internal repairs. Garden of reflection is looking for a location. Lighting is being looked into by Chorley. Tennis courts have been re-surfaced with a rubbery surface so they can be used for other purposes.

Neighbourhood Working is on 14<sup>th</sup> February. A suggestion has been submitted to develop the village green with paths and a planting scheme.

Friends of Astley Park KR reported that the fountain has gained a grant of £7,000 but the work needs to be planned out.

It was agreed to ask the lengthsman to take down Derian House notices and posters of any old events and cable ties on lamp posts.

**272.12 Matters for information**

The Chairman declared the public part of the meeting closed.

**2017 meeting dates: 7pm Wednesdays:**

**1 March, 3 May, 5 July, 6 September, 1 November.**

9.00

**CLERK'S REPORT (FOR INFORMATION ONLY)**

**QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS**

**PLANNING APPLICATIONS / DECISIONS**

Applications

17/0003//FULMAJ Chorley Rugby Club housing site requested some conditions changes (circulated to Councillors 1 February 2017)

17/00106/TPO 14 Chancery Fields tree application (circulated to Councillors 6 February 2017)

17/00140/FULHH 73 Studfold single storey side extension to form garage, demolition of car park (circulated to Councillors 13 February 2017)

Parking restriction order in layby Chancery Road, advert circulated to Councillors 2 February 2017

Decision 16/01059/FUL Derian House fenceline - approved 03/02/17, condition to stain fence in dark colour

**CONSULTATIONS / INVITATIONS**

On Agenda, circulated to Councillors 1 February 2017 – Chorley Council Revised Private Sector Housing Assistance Policy

On Agenda, circulated to Councillors 1 February 2017 – Draft Central Lancashire Employment Skills Supplementary Planning Document Consultation

Adoption of Chorley Council Householder Design Guidance Supplementary Planning Document – circulated to Councillors 1 February 2017

**TRAINING**

Councillors

Planning in Practice training at Chorley Council 13 March, circulated to Councillors 9 January 2017

Clerk

SLCC training 'social media' 9 March

Planning in Practice 13 March

SLCC branch meeting 20 March

# The Lancashire Best Kept Village Competition

## Certificate of Merit Entry/Mark Sheet

**Village :-** \_\_\_\_\_ **Judge(s) :-** \_\_\_\_\_

**Judges – please award up to 10 marks in each section (see criteria) 1 poor - 10 excellent**

Certificate of Merit Section		Entry (2 per section (1-3) & 1 per section 4-15) Maximum 10 in total) Name & Address	A	B	C
1	Place of worship & grounds				
2	School & grounds inc. children's nurseries				
3	Village pub or inn/restaurant				
4	Public Hall, Community Centre, Institute, Library, Health Centre, Youth Centre				
5	Public playing field/sports ground				
6	Children's play area				
7	Industrial or commercial premises, inc. garage or filling station (single businesses only)				
8	Shop inc. hairdressers, post offices & cafes				
9	Residential/nursing home/ Sheltered accommodation				
10	Hotel/Guest House				
11	Notice Board				
12	War Memorial				
13	Bowling Green & surrounds				
14	Cricket Ground & surrounds				
15	Public Garden (not parks)				

# ASTLEY VILLAGE PARISH COUNCIL

## **POLICY AND DOCUMENT LIST/REVIEW**

	<b>Policy or Document</b>	<b>Created / Reviewed</b>	<b>Action required</b>	<b>Meeting/ Review</b>
Official	Code of Local Government Conduct	Approved 04/07/12	None - unless Gov't updates	
Official	Freedom of Information Publication Scheme	Approved 05/11/08	None - unless Gov't updates	
Official	Standing Orders for Astley Village Parish Council	Reviewed 13/05/15		
Finance	Financial Regulations	Reviewed 06/11/13		
Finance	Financial Risk Assessment *	Reviewed 07/09/16		
Finance	Review of Effectiveness of the system of Internal Audit *	Reviewed 07/09/16		
Council	Asset Register *	Reviewed 04/01/17		
Council	Complaints Procedure	Reviewed 13/05/15		
Council	Grant Policy & Grant Form	Reviewed 05/12/12		
Council	Business Continuity Plan	Reviewed 04/09/13		
Council	Publicity Protocol	Reviewed 03/10/12		01/03/17
Council	Social Media Policy			01/03/17
Council	Representative Protocol	Approved 05/12/07		
Council	Bullying & Harassment Policy	Approved 07/01/09		
Council	Equal Opportunities Policy	Approved 07/01/09		
Council	Health & Safety Policy	Reviewed 04/09/13		
Council	Grievance Procedure	Reviewed 04/09/13		
Council	Discipline Procedure	Reviewed 04/09/13		
Council	Parish/Member Employee Relations	Approved 02/09/09		
Council	Training Policy	Reviewed 07/11/12		
Council	Councillor Contact Details Form	Approved 03/03/10		
Council	Terms of Reference for Personnel Committee	Approved 01/05/13		

\* Requires annual review

**Reviewed 06/11/13, 04/02/15, 05/05/15, 01/03/17**



## Calendar of Tasks

Review Asset Register	Annually, prior to 31 March each year	January meeting	1
Appoint Internal Auditor	Annually, prior to 31 March each year	January meeting	1
Newsletter Articles planning	Full Council	January meeting	1
Precept	Annually, before deadline, approx December or February meetings	January meeting	1
Best Kept Village Comp	Do we want to enter, what do we enter	March meeting	2
2 year plan	Full Council	March meeting	2
Policy List Review	Full Council	March meeting	2
Review this calendar	Full Council	March meeting	2
Newsletter Articles	Full Council	March meeting	2
Annual Report	Chairman	March	
Internal Audit	After 31 March and before due for submission (dependant bank statements)	May meeting	3
Review Insurance	Annually, prior to June renewal	May meeting	3
Approve End of Year figures	Full Council May meeting (if finalised)	May meeting	3
External Audit	Approve Audit and submit Audit by 1 June (when specified by Ex Auditor each year)	May meeting	3
Elect Chair and Vice Char	Full Council	May AGM	3
Review a 2 year plan	Full Council	July meeting	4
Christmas Event planning	Full Council	July meeting	4
Review Effectiveness of Internal Audit	Annually, prior to 31 March each year	September meeting	5
Christmas Event planning	Full Council	September meeting	5
Winter Newsletter planning	Full Council	September meeting	5
Financial Risk Assessment	Annually, prior to 31 March each year	September meeting	5
Christmas Event planning	Full Council	November meeting	6
Set calendar of meetings	Annual	November meeting	6
Newsletter Articles	Full Council	November meeting	6
Personnel Review	Annually, prior to precept setting (approx Oct/Nov)	Oct/Nov Approx time	



Suggested projects	Explanation behind suggestion	Plan	Timescale		Agenda aim	Updates/Actions
			2015/16	2016/17		
Invest in Litter Bins to replace doggy bins	Doggy bins have an ongoing cost to the Council when the waste can be put in litter bins.	Gather comments. Monitor. Review when CBC finished bin renewal programme.				Keep monitoring.
Work with CBC/PfP on Neighbourhood Working plans and projects	To improve the village centre	Ask for ideas. Ensure areas are on the maintenance list/plan. Meet with PfP/CBC to map out maintenance responsibilities.	✓	✓		Newsletter article on this plan and asking for input.
Tree Planting – as a Neighbourhood project with CBC	To improve flooded grass verge areas – copper beech trees suggested		✓			Await planting period
Activities for young people	Encourage activities and group in the village	Encourage groups to use the community noticeboard, submit articles for the newsletter, support with grants (if asked)				02/07/14 assistance give to new Scout group.
Wildflower area at The Farthings entrance verge	Planting of a wildflower area in the grass verge at the entrance to The Farthings junction	Working with CBC Neighbourhood team to re-plan/ re-seed this area at the right time	✓			Await season for planting
Christmas Events	With the arrival of a new living Christmas Tree a new lighting scheme could be created and was suggested around the base of the tree could be a bed where the lighting would be located	Allow Living Christmas Tree to grow. Investigate the electric supply column with a view to improving.	✓		Sep15	Costing to be considered at Council
Planters and seats around the village Seat replacements	Flowers planters to improve the village, seats for people to sit on whilst walking around the village or at bus waiting areas. Replacing existing wooden seating with the new style recycled ones.	Review any resident suggestions for sites or improvements or Replacement wood seat sites	✓	✓		Newsletter article on this plan and asking for input.
Plaques	For the seats and planters (which don't have one)	Cost up plaques, designs, costs	✓		Nov15	

## ***Draft Social Media Policy***

### **1. Introduction**

- 1.1. Social media is a great way to engage residents. This policy provides guidance on the appropriate use of social media.
- 1.2. The guiding principles are: Engage with social media using common-sense and judgement when deciding what and how to post; adhere to the Council's values and act with respect for others.
- 1.3. Anything posted on social media by an employee or member may become associated with the Council because they are employed by/are a member of the organisation. This is particularly the case if they identify themselves as such when posting on social media. Therefore care should be taken to avoid:
  - Bringing the Council into disrepute
  - Breaching confidentiality
  - Breaching copyright
  - Discriminatory comments
  - Bullying/harassment
  - Libelous, defamatory content (untrue material that has a reputational impact)
  - Illegality
  - Compromising the Council interests
  - the Council being seen to endorse political causes / parties
  - Defamatory comments about other organisations or bodies

### **2. Policy statement**

- 2.1. This policy is intended to help employees and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn and YouTube.
- 2.2. This policy outlines the standards employees are required to observe when using social media, the circumstances in which their use of social media will be monitored and the action to be taken in respect of breaches of this policy.
- 2.3. This policy sets out good practice guidelines for members to observe when using social media.
- 2.4. This policy supplements the Council's Publicity Protocol, Complaints Procedure, Codes of Conduct and employment policies such as Discipline, Grievance and Whistleblowing.

### **3. The scope of the policy**

- 3.1. All employees are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council.
- 3.2. Breaches of this policy by employees will be dealt with under the Council's Discipline Procedure and, in serious cases, may be treated as gross misconduct.
- 3.3. The good practice guidelines in the policy are commended to all members. Any issues relating to inappropriate use of social media by members will be dealt with under the Council's Code of Conduct for Members and if necessary referred to the Monitoring Officer at Chorley Council.

### **4. Responsibility for implementation of the policy**

- 4.1. The Council has overall responsibility for the effective operation of this policy.
- 4.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 4.3. All employees and members should ensure that they take the time to read and understand it.

***Draft Social Media Policy***

**4.4.** Questions regarding the content or application of this policy should be directed to the Clerk. Any misuse of social media should be reported to the Clerk or Chairman of the Council.

**5. Using social media sites in the Council's name**

**5.1.** Only the Clerk/Chairman/councillors authorised to do so are permitted to post material on a social media website in the Council's name and on our behalf.

**6. Rules for use of social media by employees and good practice guidelines for members**

- 6.1.** Before using social media on any matter which might affect the interests of the Council you must have read and understood this policy and the Council's Publications Protocol. When making use of any social media platform, you must read and comply with its terms of use.
- 6.2.** Engagement with social media should normally take place outside employees' working hours.
- 6.3.** Refrain from speaking in an official capacity on behalf of the Council unless authorised to do so. Comments made even in a personal capacity may be wrongly attributed to the Council if an individual can be linked to the Council in any way or is a known employee of the Council.
- 6.4.** Comments on any aspect of Council business, policy or contribution to online discussions on local topics of interest, must make it clear that the views expressed are their own and not those of Astley Village Parish Council. You are personally responsible for content you publish into social media tools.
- 6.5.** Negative material about the Council or an employee or member posted online has the potential to cause damage to the Council's reputation and/or could be upsetting to an employee/member.
- 6.6.** This policy does not prevent employees who are also local residents commenting on issues that affect them as a resident. Any comments made must follow the guiding principles, make it clear that it is their view as a resident and be proportionate. A campaign of objections is unlikely to be viewed as proportionate.
- 6.7.** Do not upload, post or forward a link to material that is offensive, abusive, obscene, derogatory, defamatory, threatening, harassing, bullying, discriminatory, racist, sexist or is otherwise unlawful.
- 6.8.** Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk or Chairman of the Council.
- 6.9.** Do not upload, post or forward any content belonging to a third party unless you have that third party's consent. Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
- 6.10.** Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.11.** Don't discuss employees/members without their prior approval. Always consider others' privacy and avoid discussing topics that may be inflammatory.
- 6.12.** Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.
- 6.13.** Any employee or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk or Chairman of the Council.

**7. Monitoring use of social media websites**

***Draft Social Media Policy***

- 7.1.** Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored. Where breaches of this policy are found, action may be taken against employees under the Council's Disciplinary Procedure.
- 7.2.** Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3.** In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, are likely to amount to gross misconduct:
- a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
  - b) a false and defamatory statement about any person or organisation;
  - c) material which is offensive, obscene
  - d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
  - e) confidential information about the Council or anyone else
  - f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
  - g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.
- Any such action will be addressed under the Disciplinary Procedure and for employees may result in summary dismissal.
- 7.4.** Where evidence of misuse is found the Council may undertake a more detailed investigation in accordance with the Disciplinary Procedure/Complaints Procedure/Code of Conduct involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.
- 7.5.** Employees or members who become aware of any misuse of social media should report it to the Clerk or Chairman of the Council.
- 7.6.** In the case of any complaint about serious misuse of social media by a member the matter will be referred under the Code of Conduct to the Monitoring Officer of Chorley Council.

**8. Monitoring and review of this policy**

- 8.1.** The Clerk and Personnel Committee of the Council will be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

**February 2017**

# ASTLEY VILLAGE PARISH COUNCIL

## **PUBLICITY PROTOCOL**

### **Scope**

The Code of Recommended Practice on Local Authority Publicity 2001 outlines a number of criteria and guidelines for local authorities to consider when publishing information for its public. This Practice document has been referred to when formulating this protocol.

### **Parish Council**

The Parish Council has powers which enable it to produce and circulate publicity regarding its functions and responsibilities. These powers are contained in sections of the Local Government Act 1972 (111, 142, 144 and 145).

At the present time the Parish Council produces a newsletter, website, leaflets, posters, noticeboard notices, press releases (these lists are not exhaustive and may be subject to changes in the future).

### **1. Purpose for Parish Council Publicity**

The Parish Council uses publicity to:

#### Primary Function

Raise awareness of:

- the services and responsibilities of the Council
- Council activities, initiatives, achievements and successes
- how the Council represents the views of the electorate

Ensure the electorate has information on how to contact the Council:

- contact details for the Council and for Councillors

To consult on issues which it believes affects its community:

- consult on the Council budget and/or policies
- consult on the Council's village plan

To advertise:

- a Council event
- a Council employment vacancy or Councillor casual vacancy
- a Council election

To display or inform the electorate of available information on Council business:

- Council meeting minutes
- responses to planning applications
- annual report and annual return
- Council's budget

## Secondary Function

If space allows, to carry local village information for the benefit and knowledge of residents:

- to publicise local groups or organisations events
- an event of another authority/organisation it believes will matter or be of interest or assistance to residents
- advertise local events or initiatives organised by legitimate and/or organised bodies
- planning applications the Council is consulted on
- issues/developments or consultations it feels its community will be affected by

All the above will be published with regards to the conditions set out below.

## **2. Parish Council's Main Publications**

These are not the only, but the three main ways the Council publishes information:

### Noticeboards

- To display information including agendas and minutes of meetings, meeting dates, Councillor (Parish, Borough & County) & MP information, Council organised events
- To display information from Chorley Borough, Police, Lancashire County Council
- On the Community Noticeboard to display information about local community and voluntary organisations and local events. Such organisations and events are not organised, run or protected by the Council's insurance.

### Newsletter

- Publish documents such as the village plan, precept budget.
- Notify residents of forthcoming meetings, activities etc.
- Primarily publicise Council activities and raise awareness of its successes.
- Report on progress made with projects or developments in the area.
- Carry advertising from local businesses, or the Council.
- invite applications for Parish Council grants.
- Ensure items are not published which may be construed to be organised, run or protected by Council insurance.
- If space allows, publish articles from local organised groups on activities in the village which clearly explains, if there is any, what the Council's involvement is.

### Website

- As the items above and in accordance with the good practice in the Model Publication Scheme for Parish Councils
- To display information, which has been previously published such as, minutes of meetings, copy of the village plan, precept budget etc.



- To display information which would not normally be published in a newsletter or noticeboard such as, Council policies, Councillor's photographs, planning lists, press releases and project photographs etc.
- Ensure items are not displayed from other organisations or individuals which may be construed to be organised, run or protected by the Council's insurance.

#### Press releases & media handling

Press releases, including any postings on social media, will be used to publicise the work of the Parish Council and/or to respond to documents/statements/press stories issued by others. They will be normally prepared by the Clerk and approved by the Chair (Vice Chair in Chairs absence) prior to issue for publication. Any media enquiries will normally be handled by the Clerk following consultation with the Chair (Vice Chair in Chairs absence).

### **3. Conditions for Council Publications**

- Council policies and aims should be as objective as possible, concentrate on facts or explanations or both.
- Council should only comment or respond to documents of others in an objective, balanced, informative and accurate way. It should set out reasons for views, not show prejudice or attack, or be party political.
- Service provisions should be reported factually.
- Contentious issues should be handled with care, presented clearly, fairly and as simply as possible.
- Nothing should be published which would attack other authorities or people working for those authorities.
- No personal attacks (or what might appear to be) on any person, or position should be published.
- Public funds should not be used to mount publicity campaigns where its primary purpose is to persuade the public to hold a particular view on a question of policy.
- A general publication should never be limited or exclusively delivered or available to a specific area or group of people. If it is a general publication it should be available to the whole village/electorate.
- It should be noted that some information mechanisms such as a website are not considered to be fully accessible and should not solely be used for certain types or forms of consultations/communication.
- Items which have been written by individual Councillors for publication should not be disrespectful or derogatory to others in the Council or other local authority positions.
- Items which have been written by individual Councillors for publication should not personalise issues or be written for personal image raising purposes.
- Publicity should not be, or liable to misrepresentation as being party political, or influence public opinion on policy. Material should never contain political slogans, logos or political party catch-phrases.

- An article by an individual Councillor should never campaign for their election or selection on any forthcoming elections, referendums and/or petitions.
- Council should exercise the utmost care in ensuring all items it publishes are legitimate, legal, official and/or organised and do not promote anything unethical, irresponsible or the lowering of moral standards.
- Only publish or display items from other organisations or individuals which make it clear that the Council is not organising or running the event and it is not protected by Council insurance.

#### **4. Process**

The Clerk is the editor of Council publications and will work using these protocols to ensure compliance. If there is any doubt as to the content of a submission for any of the Council publications the Clerk will not publish the item and seek further advice, whether that be legal or professional.