

## **Kington Town Council Communications Strategy**

### **Aims**

- To establish clear, easy to use channels of communication between the Town Council and community, and vice versa.
- To provide information on important matters in a timely manner so as to facilitate and encourage informed comment from interested individuals and groups

### **Introduction**

Each town Councillor has a duty to represent without bias the interests of the whole community. They will always try to do their best and are available to help you with regard to matters relating to Kington town. They may be contacted by telephone and a contacts list is displayed on the Parish Council Notice boards and website.

If you feel from time to time that the matter is important, then a letter to the Town Clerk will ensure that it is dealt with in a timely and professional manner.

It is the Town Council's intention to meet the timescales detailed below, but there could be occasions when this is not possible. When this happens the Town Council will review their procedures and where necessary make changes to the policy or procedures.

### **Town Council Meetings**

Kington Town Council will normally meet on the first Monday of the month except when this falls on a Bank holiday when the meeting will be held on the following day.

### **Annual Parish Meeting**

The Annual Parish Meeting is held in May each year to provide electors with a summary of the activities of the Town Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

### **Noticeboards<sup>1</sup> and website**

The following items will be displayed permanently;

- Town Councillors contact details & contact telephone numbers
- Town Council Meeting dates for the year.
- The latest agreed minutes of Council meetings
- The precept once agreed
- The annual accounts as soon as the Council have adopted them.
- The Annual report

### **Website only**

- Information on planning applications.

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<sup>1</sup> Council office and Market Hall as previously agreed

- Information received from other bodies which contain important public information
- Information about KTC activities e.g. Kington in Bloom
- All council policies, including the communications policy, with date of next review

### **Community websites**

The Kington Blackboard is a community website for and by the residents of Kington. As such it will be used in addition to the Council's own website to post:

- A summary of council decisions
- Council notices
- A link to the Council's website
- Information received from other bodies which contain important public information

### **Correspondence**

All correspondence relating to the town should be addressed to the Town Clerk in the first instance. This will ensure that the matter is recorded and passed on for the attention of Kington Town Council at the next meeting.

All correspondence to the Town Clerk will be acknowledged via letter within 7 working days of receipt. If email is used then an acknowledgement will be sent via email.

If a Parishioner wishes a matter to be raised at a Parish Council meeting then the Parish clerk will need to be notified a minimum of 5 clear days prior to the Agenda being published.

### **Responsibility**

The Town Clerk will be responsible for maintenance and delivery of the above communications supported by the Mayor and Deputy Mayor.

### **Review**

This document will be reviewed annually.

### **Kington Town Council**

**7<sup>th</sup> June 2010.**