INTERNAL COMMUNICATIONS POLICY

The work of Tawstock Parish Council is becoming much greater, including Committees and Working Groups, and in order that the efficiency of Tawstock Parish Council is not compromised all councillors are asked to follow the Communications Policy set out below.

Email

Councillors are asked to reply to Emails within 7 days from the date of the Email.

WhatsApp Groups

Councillors are asked to reply to the WhatsApp Group messages within 24 hours of the receipt of the message.

Councillors are to note that the various WhatsApp Groups are to be used for Tawstock Parish Council business only.

Other communication methods

Councillors are asked to reply to communications not in the above groups within 7 days from receipt.

Apologies for Absence

Councillors should send Apologies for Absence from meetings to the Parish Clerk and the relevant Chair immediately when the Agenda is published.

Should a Councillor have to for, unforeseen circumstances, make a late withdrawal from a forthcoming meeting, the apologies for nonattendance must be made to the Parish Clerk immediately the absence is known.

Items for Inclusion in Meeting Agendas

Councillors should send any items or information for inclusion on meeting Agendas to the Parish Clerk 10 days before the date of the meeting.

Any items received after this date will be held over to the next meeting.

Web Site

All items relating to the Web Site and the material contained on it must be sent to the Parish Clerk.

Adopted by Council on