

Bradwell with Pattiswick Parish Council

Community Engagement and Social Media Policy

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Community Engagement

Bradwell with Pattiswick Parish Council currently engages with the Community through the following methods:

- **Annual Parish Meeting** – Selected Community Organisations are invited to have a table at the meeting displaying information about their activities and how residents can get involved or request information. Residents of the Parish are invited by an advertisement in the Bradwell, Stisted and Pattiswick Parish Magazine, notices for the meeting are placed on both parish notice boards, web-site and Facebook.
- **What the Community Wants** – The Parish Council will publish a list after the Annual Parish Meeting and take details of questions to the next Parish Council Meeting for action.
- **Timetable of Meetings** – The timetable of meetings is published on both parish notice boards, the web-site and Facebook.
- **Meetings** - Agenda for Parish Council meetings are placed on both parish notice boards, published on the web-site and Facebook. Minutes will be published as soon as possible on the web-site.
- **Public Meetings** – Where possible these will be held for any large planning applications or subjects of interest to the village. Notices of the meeting will be published on both parish notice boards, web-site, Facebook and in the Parish Magazine (free to all parishioners with effect from 2025).
- **Transparency** – As well as minutes of meetings, details of the Council's activities, spending and governance are published on the website. Documents relating to the Annual Governance and Accountability Return will also be posted on both parish notice boards and the website in accordance with legislation.
- **Web Site** – The web site is used for consultation and comment, notices and announcements. Information regarding the Parish is available and can be found on this site, together with copies of Agenda, Minutes and Financial Reports. Suggestions from residents for other information to be included are welcomed. (see Communications Policy)
- **Facebook** – The Parish Council does not have a dedicated Facebook link, but will publish notices and other announcements on the Bradwell Village On-line Community page, and on neighbouring parish Facebook pages if appropriate. The Parish Council will not comment or reply to/engage with comments on Facebook. If there are any questions, concerns or issues, residents are asked to please e-mail the Clerk who will be able to respond accordingly.
- **Public Question Time** – The public are invited (and encouraged) to attend all Parish Council Meetings. There is a permitted time of 15 minutes allowed in all Agenda for the Public to speak.
- **Items for Agenda** – The public are invited to express their views and address the Parish Council during public time and may be invited to comment on specific agenda items at the Chair's discretion. Councillors and members of the public

may request specific items are added to the agenda within timescales published on the minutes and providing information supporting the request has been given prior to the agenda being issued.

- **Contact Details** – The Parish Council displays contact details for the Clerk and all Councillors on the web-site and parish magazine.
- **Neighbourhood Plan** – The Parish Council has reviewed the Bradwell with Pattiswick Neighbourhood Plan that was originally adopted by Braintree District Council in July 2019 and has recently published the 2024-2041 Neighbourhood Plan for the parish.
- **Litter Picking** – The Parish Council no longer holds litter picking events due to poor turn outs.
- **Communications** – suggestions for improving communications with residents should be given to the Parish Clerk to seek opinion from full council.

Media Policy

To be read in conjunction with Bradwell with Pattiswick Parish Council Communications Policy.

The Parish Clerk is the principal contact for all media related enquiries and where appropriate will respond to all calls and arrange interviews with councillors as required.

The Council's media policy is to be:

- Open
- Transparent
- Honest
- Proactive
- Helpful

The Clerk and Councillors will:

- Promote the reputation of the Parish Council
- Will respond quickly and effectively to any media enquiries, and
- Respect the confidential nature of information which is held by the Council on staff, Councillors and residents.

Any enquiries received by Councillors should be referred to the Clerk for action, who in turn will interview Councillors for responses.

No interviews will be given to the media without prior approval or knowledge of the Clerk or Chair.

Social Media

The Council does not subscribe to Facebook, Twitter, You Tube or any other type of social media. However, the Council will take advantage of the Bradwell Village On-line Community Facebook page and those of neighbouring parishes where appropriate, to bring residents' attention to matters that affect them, such as:

- Road closures / road works
- Changes to footpath routes
- Security
- Events

- Agendas and Meetings.

Any item or article to be published via social media must be approved by the Clerk before publication.

Any item posted on social media must comply with the following:

- All information/comments posted is in the “public domain” and may be viewed by anyone
- No confidential or personal matters to be published
- No images of children without parental permission
- Acknowledge items intended for the Parish Council
- No defamatory comments, obscene or rude language to be used
- No item posted on social media shall bring the Parish Council into disrepute
- No personal views to be posted as a Councillor or employee of the Parish Council.