

# Withington Parish Council Communications Plan

The purpose of this plan is to describe how Withington Parish Council communicates with parishioners and relevant third parties.

As a Council, we want to ensure that communications are two-way by letting people know about the Council and what we do and also listening to what people tell us about their expectations for Withington, service improvements they would like to see and any issues that affect them and the Parish.

## **Aim**

Withington Parish Council will ensure that it communicates with all parishioners in a timely and effective manner, to inform and consult about matters which affect them and the Parish. The key stakeholders with which the Council must communicate include:

- Residents.
- Parish Councillors.
- Shropshire Council.
- Neighbouring Parish Councils.
- Local village businesses.
- Community groups.
- Village organisations.
- Police.
- Press.

## **How this will be achieved:**

The following methods will be used to communicate with parishioners.

### **Parish Council Meetings.**

- Parish Council meetings are held every two months in the Parish room. They are open to the public and include an opportunity for members of the parish to engage with Councillors. All meetings include an agenda item for public participation.
- Agendas for all Parish Council meetings are sent to Parish and District Councillors posted on the Parish notice board and the Parish Council website in advance of each meeting.
- Subcommittee meetings such as the Village Green Committee are held as and when required with the date, venue and agenda posted on the Parish notice board and the Parish Council website in advance of each meeting.
- The minutes from the Parish council meeting and any subcommittee meetings are published on the Parish Notice board and Parish web site.

## Withington Parish Website

- The Council intend for the parish web site to become the primary method for distributing information to parishioners.
- The web site is constantly updated with important notices and local information.
- The web site has links to the Shropshire Councils Planning Department and will automatically notify parishioners of any planning applications.
- All contributions are to be sent to the web site administrator who will seek approval from the council before publication on the web site.

## Withington Parish e-mail distribution list

- The Clerk holds the e-mail distribution list which he/she will use to distribute information.
- Parishioners who wish to be added to the list should provide the Clerk with their e-mail address which will only be used for providing information relating to the Parish.
- The e-mail addresses will not be passed on to any third parties.

## The Parish Notice Board

- The notice board will continue to be regularly updated to provide information about the activities of the Parish Council and its partners.
- The Clerk is responsible for updating the Parish noticeboard. If any member of the public has parish related information they would like displayed on the notice board it should be sent to the Clerk who will approve or otherwise.

## Information Bulletins

The council recognises that not all parishioners have access to or wish to use the internet and therefore the following information will be compiled and distributed by the Clerk in hard copy to those who prefer this method.

- Major issues that affect the parish such as, but not restricted to, significant planning applications, traffic problems and crime.

If you wish to receive information in hard copy please contact the Clerk, Denise Roscoe, Brookside, Withington, Shropshire SY4 4PU.

## Parish Councillors and Parish clerk contact details:-

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