

# EAST KIRKBY PARISH COUNCIL

## COMMUNICATIONS POLICY (2026)

Adapted and Modified Specifically for East Kirkby  
Parish Council by Mrs. J Mussett (Parish Clerk)  
and  
Mr. B Nowicki (Chairman of the Parish Council)  
May 2026



## **East Kirkby Parish Council Communications Policy**

### **Parish Council Correspondence**

- (i) The point of contact for the Parish Council is the Parish Clerk, and it is to the Parish Clerk that all correspondence for the Parish Council should be addressed.
- (ii) The Parish Clerk should deal with all correspondence following a meeting.
- (iii) No individual Parish Councillor should be the sole custodian of any correspondence or information in the name of the Parish Council, a committee, sub-committee or working party. In particular, Parish Councillors do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- (iv) All official correspondence should be sent by the Parish Clerk in the name of the Parish Council.
- (v) Where correspondence from the Parish Clerk to a Parish Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

### **Agenda Items for Parish Council, Committees, Sub-Committees and Working Parties**

- (i) Agendas should be clear and concise. They should contain sufficient information to enable Parish Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- (ii) Items for information should be kept to a minimum on an agenda.
- (iii) Where the Parish Clerk or a Parish Councillor wishes fellow Parish Councillors to receive matters for "information only", this information will be circulated via the Parish Clerk.

### **Communications with the Press and Public**

- (i) The Parish Clerk will clear all press reports, or comments to the media, with the Chairman of the Parish Council or the Chairman of the relevant committee.
- (ii) Press reports from the Parish Council, its committees or working parties should be from the Parish Clerk.
- (iii) Unless a Parish Councillor has been authorised by the Parish Council to speak to the media on a particular issue, Parish Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- (iv) Unless a Parish Councillor is absolutely certain that he/she is reporting the view of the Parish Council, they must make it clear to members of the public that they are expressing a personal view.
- (v) If Parish Councillors receive a complaint from a member of the public, this should be dealt with under the Parish Council's adopted complaints procedure, or via a Parish Council agenda item.

## **Parish Councillor correspondence to external parties**

(i) As the Parish Clerk should be sending most of the Parish Council's correspondence from a Parish Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the Parish Council.

(ii) A copy of all outgoing correspondence relating to the Parish Council or a Parish Councillor's role within it, should be sent to the Parish Clerk, and it be noted on the correspondence, e.g. "copy to the Parish Clerk" so that the recipient is aware that the Parish Clerk has been advised.

## **Communications with Parish Council staff**

(i) Parish Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Parish Councillors sitting as a committee or sub-committee with appropriate delegated powers from the Parish Council).

(ii) No individual Parish Councillor, regardless of whether or not they are the Chairman of the Parish Council, the Chairman of a committee or other meeting, or are styled "Leader" of the Parish Council, may give instructions to the Parish Clerk or to another employee which are inconsistent or conflict with Parish Council decisions or arrangements for delegated power.

(iii) Telephone calls should be appropriate to the work of the Parish Council.

(iv) E-mails:

- Instant replies should not be expected from the Parish Clerk; reasons for urgency should be stated.
- Information to Parish Councillors should normally be directed via the Parish Clerk.
- E-mails from Parish Councillors to external parties should be copied to the Parish Clerk.
- Parish Councillors should acknowledge their e-mails when requested to do so.

(v) Meetings with the Parish Clerk or other officers:

- Wherever possible an appointment should be made.
- Meetings should be relevant to the work of that particular Parish Councillor.
- Parish Councillors should be clear that the matter is legitimate Parish Council business and not matters driven by personal or political agendas.