**Bishopstone Parish Council**

**Communication and Engagement Policy**

**1. Introduction**
The purpose of this Policy is to guide Bishopstone Parish Council’s communications activity and public engagement. As a Parish Council we want to make sure that our communications are two-way. We want to tell people about what we are doing and plan to do and to listen to people’s ideas and recommendations.

The Policy has been written to help us to involve as many people as possible in a variety of ways. The Communications Policy will cover all aspects of the Parish Council’s communications with everyone who comes into contact with us either directly or indirectly.

**2. Aim**
Bishopstone Parish Council will ensure that it communicates with all stakeholders in a timely and effective manner to inform and consult them about matters that might affect them and to publicise the activities of the council. It will endeavor to ensure that communication is clear and appropriate for the message and audience. The key stakeholders with which the council must communicate include: residents, Parish Councillors, MPs, Swindon Borough Council, Local Village Businesses, Community Groups, Village Organisations, Press and Schools.

**3.Methods**
Methods used by Bishopstone Parish Council to communicate and engage stakeholders about Council can be found in Appendix 1.

Meetings will be advertised in local publications such as the Village newsletter each month. Any village projects will be notified on the website and through other appropriate media. The council does not wish to establish its own Social Media presence at this time, but will continue to review this policy annually.

This Communication and Engagement Policy provides the framework for how communication and engagement with the community will be undertaken and it will be reviewed annually and updated as appropriate.

 Adopted 7th August 2017 Reviewed August 2019 **Next review August 2020**