**Appendix 1.**

**Methods of communicating**

**The Parish Council uses a variety of methods to ensure effective communication.**

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| Parish Clerk | The main point of contact with the Council is the Clerk, Lesley Drewett, 2 Downs Close, Eastbury, Hungerford, West Berks SN6 8PW Telephone 01488 71828 Email lesley@tynash.com |
| Letters, Emails and Telephone calls | The Clerk responds promptly to all external correspondence and communication that requires a reply, consulting with the Chair and Council as appropriate.  |
| Parish Council meetings | Meetings are held monthly, on the first Monday of the month except when that is a Bank Holiday, at 7.30pm, alternating between Bishopstone and Hinton Parva Village Halls. Meetings are open to the public and always start with an opportunity for public questions. Agendas and minutes are available to all. |
| Website | <http://bishopstoneandhintonparva.org/>The Parish Council maintains a website for the benefit of the whole parish, managed according to guidelines agreed by the Council on 1st July 2019.The website is the main source for parishioners to find councillors’ names and contact information, agendas, minutes, Annual Reports and news. |
| Parish Times | A monthly Parish Times on four sides of A4 paper in black and white is distributed to every household in the Parish free of charge, within the Church-published village newsletter. The Clerk is responsible for providing copy to the Village News publishing team each month. |
| Annual Report | The Chair of the Parish Council writes an Annual Report on the work of the Council, which is distributed in the Parish Times after the Annual Parish meeting. |
| Notice Boards | The Parish Council maintains its own noticeboards located at Bishopstone Village Hall and Hinton Parva Village Hall. These are updated by the Clerk and used to display pertinent information to the Parish Council business.  |
| Parish Meeting | The statutory annual Parish Meeting is held in May, alternating between Hinton Parva and Bishopstone village halls. It starts at 7pm, ahead of that month’s Parish Council meeting. All residents of Bishopstone, Hinton Parva and Russley Park are welcome and encouraged to attend. |
| Press, radio and TV | Media releases are issued as and when appropriate by the Chair or nominated Councillor. Swindon Borough Council Communications team have an up to date list of media contacts.  |
| School, Village Halls Groups and Organisations | Nominated Councillors liaise with the school, village hall committees, local groups and organisations.  |
| Ad hoc initiatives | The Parish Council initiates and informs residents about activities that may help to improve the quality of life in our villages, such as volunteering opportunities, borough, county and national initiatives (e.g. litter picking, ‘Clean for the Queen’, charity, sporting and environmental events) |
| Social Media | The Parish Council does not wish to establish its own social media presence but acknowledges that the village Facebook page is a widely used and very effective mechanism for short term communications. At its August 2019 meeting the Parish Council agreed that relevant information agreed at meetings may be posted by the Chair to the village Facebook page. |

This list is not exhaustive and any additional opportunities for public involvement are explored and encouraged.