**Appendix 1.**

**Methods of communicating – October 2021**

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

|  |  |
| --- | --- |
| Parish Clerk | The main point of contact with the Council is the Clerk, Jaine Blackman, 22a Bath Road, Swindon, SN1 4BA Telephone 07913 819422 Email clerk@bishopstoneandhintonparva.org  |
| 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.COVID-19 PANDEMIC ARRANGEMENTSMeetings are now being held face to face as above. However, attendance is limited to permitted numbers. Members of the public or press wishing to submit questions or attend are asked to contact the Clerk at clerk@bishopstoneandhintonparva.org or telephone 07913 819422. Questions must be submitted to the Clerk in writing at least three days before the meeting. The Chair will read out questions and where possible answer them. Questions and answers will be recorded in the minutes. Plans can be viewed via http://pa1.swindon.gov.uk/publicaccess by entering the application number |
| 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 new A General Privacy Notice is published on the website along with the Council’s Privacy Policy and other agreed policies |
| Parish Times | A monthly Parish Times on up to 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, charity, sporting and environmental events) |
| Social Media | The Parish Council has established its own Facebook page. The Council shares dates of meetings and key links that the council considers to be of importance and interest. The Facebook page is a one way ‘noticeboard’ communication channel , with no facility for comments or debate. It includes links to the Website. The clerk’s email address is also provided for residents to request further information. The Facebook page is managed and updated from time to time by those councillors who have been appointed as Administrators at a meeting of the Parish Council. |

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