

LcBPC Communication policy

Factors to consider:

- 1 Who are we communicating with?
Local residents/businesses/nearby villages/other interested parties eg NCC/RBC/other authorities
- 2 What media do we want to use?
Noticeboards –
 - maintenance ; control content**Email** –
 - email information to distribution lists/individuals/Cllr's;
 - eEmail address could contain LcBPC identity.**Website** –
 - appropriate for visitors/residents
 - simple/clear/user friendly;
 - maintenance/updating eg PC to update day to day information ie Mins/Agenda/News;
 - Webmaster to update static pages, ie local directories**Newsletter** –
 - quarterly to all residents/business – mostly hand delivered, some outlying posted, others emailed;
 - include some adverts where space available
 - include contributions from individuals/community groups**Social media** – Face book
- Blog**
- Minutes** –
 - available on website;
 - copies emailed to distribution list.
- Local press/media** –
 - attendance at meetings, relationship
- 3 Legal framework
- 4 Standard of communication – source of pc's correspondence; professionalism/protocol