

Communicating within the Parish

Key for the diagram:

Communicators

- 1) All councillors
- 2) Chair /Vice Chair (not seen on diagram as included in category 1)
- 3) Resilience Lead
- 4) Environmental Lead
- 5) Roads and Transport Lead
- 6) Community Relations Lead
- 7) Planning Lead (not seen on diagram as included in category 1)
- 8) Parish Clerk
- 9) Road wardens leader (not necessarily a councillor)
- 10) Speed watch leader (not necessarily a councillor)

Methods of Communication

- a) At meetings / by personal communication or email
- b) By personal communication or email
- c) Parishioners to council: At surgeries, by email, personal communication, letters, new form (see below)
Council to parishioners: Website, Newton Wonder, Facebook, Notice Boards, letters, personal communication and emails.
- d) Emails, personal communications, letters, DCC and MDDC councillors
- e) Personal communications
- f) WhatsApp/email/ personal communications/meetings

New Form for contacting Council

- An adapted version of the form for minor road issues already available on the website so that it can deal with any issue.
- Website also has to be adapted to provide correct link to form.
- Notice boards to display QR code for ease of link to form.
- Paper versions of the form also available at surgeries / post office / Adonai kitchen. These can be returned to Adonai Kitchen or Parish Clerk.
- Once a week someone checks for contacts. They decide which councillor should deal with it and forward form and/or contact by WhatsApp. If issue more properly lies with DCC or MDDC, appropriate link provided to parishioner.
- Councillor deals with issue and reports back to parishioner and next council meeting. If the issue is beyond remit of councillor, or they find they can't easily resolve it, then issue raised at next council meeting.
- This process also works for issues that come in by other methods, e.g. email. All issues should go through central person.

Next steps

- 1) EO to type up diagram and send out to group for comments.
- 2) NG / JD / JB / JRW to comment on form and EO will update diagram.
- 3) EO to send document to Parish clerk, who will circulate it to the councillors before the next meeting.
- 4) JD to present document at next council meeting for approval by council.
- 5) If approval given:
 - a. parish clerk (PC) will update webpage
 - b. form will need to be updated – may need to ask Roger if he will do this for us
 - c. forms will be printed and distributed - PC
 - d. QR code displayed on notice boards - PC
 - e. Article needs to be written for Newton Wonder – JB?
 - f. Need to decide who will be willing to be central person
- 6) NG to provide data from 2 years of road warden scheme as a spreadsheet to JB
- 7) JB to use Chatgpt to generate schedule of road maintenance.
- 8) JD and NG to review schedule and, if necessary, modify it.
- 9) Schedule needs to be presented at Council meeting – JD.

Potential poster for display

Contact us!

Click on the QR code opposite if you wish to contact your parish council.

- Tell us of any issues within the Parish that we can deal with.
- Offer any assistance that you feel able to give, no matter how small.

