



SEAVINGTON PARISH COUNCIL

Clerk to the Parish **Sue Doble**
E-Mail: clerk@seavingtonparishcouncil.gov.uk

Communications Policy

Publication of Council Information Policy

The Parish Council is committed to ensuring that information is communicated effectively, transparently, and in a timely manner to residents and stakeholders.

The Clerk to the Council, as the Proper Officer, is responsible for the management, accuracy, and publication of all council documents and communications. The Clerk will ensure that statutory requirements are met and that information is made available through appropriate channels.

The Parish Council uses a combination of communication methods to reach the widest possible audience. The Parish Council website is the primary source of information and will contain the most complete and up-to-date records. Other channels are used to support accessibility and community engagement.

The table below sets out where different types of council information are published:

Document / Information	Notice Boards	Website	Seavington News	Facebook
Agendas	Yes	Yes	No	Yes
Minutes	Yes	Yes	No	No
Finances	Yes	Yes	No	No
Policies	No	Yes	No	No
Notices	Yes	Yes	Yes	Yes
Vacancies	Yes	Yes	Yes	Yes
Summary of Meeting	No	Yes	Yes	Yes
Important Posters	Yes	Yes	Yes	Yes
Somerset Council News Reports	No	Yes	No	Yes

Where required by law, documents such as agendas and minutes will be published within the prescribed timescales. Notice boards will be used for statutory notices and key information to ensure accessibility for residents without digital access.

Social media and newsletters are used to share information more widely but do not replace the website as the official record of council business.

This policy will be reviewed periodically to ensure it remains effective and compliant with current legislation and best practice.

Date Adopted	19 th May 2026
Next Review Date	Annually in May