

Turnpike Field Working Group

Communications Policy

Objective.

To establish clear, easy to use, channels of communication between the Turnpike Field Working Group (TFWG) and members of the local community.

The TFWG aims to provide information on using and developing the field and to encourage comment from interested individuals and groups.

A list of TFWG members is available on our website:

<https://www.audlempc.co.uk/turnpike-field/home.html>

TFWG Meetings

Meetings are normally held on the last Monday of each month (excluding August) or can also be held as deemed necessary. The dates and locations of the meetings are posted on the Audlem Parish Council (APC) Turnpike Field website.

The agenda for the next meeting is posted on the website.

Public Forum - At the start of each meeting there is an opportunity for members of public to ask any questions of the Working Group. This is restricted to a max of 3 minutes per person and 15 minutes in total. Members of the public are reminded that the APC Code of Conduct for meetings will apply at all times. Minutes of meetings are normally published on the website a few days after each meeting.

Correspondence

Communication ideally should be in written form, either by email or letter. Any letters relating to the TFWG should be addressed to the Parish Clerk. Emails can be sent to:- turnpikefield2018@gmail.com

Letters to the APC Clerk will be acknowledged within seven days of receipt, unless the clerk is on annual leave. If email is used then an acknowledgment will be sent by email as soon as possible.

Social Media

Currently only the local website, AudlemOnline is used for posting articles.

All articles will be issued through the TFWG or the APC after being checked with the members of the Comms group before publication.

The TFWG will not respond to enquiries or comments made via social media (including AudlemOnline's Chatbox). Should a member of the community wish to raise an issue regarding the field they should communicate directly as outlined above.

General Data Protection Regulation

The TFWG will take all necessary and reasonable steps to protect the personal data and privacy of members of the community who provide any information to the group.

The TFWG GMail email account uses the maximum security measures made available by Google, namely a strong password with 2-Step Verification. APC have numerous relevant policies that are GDPR related:- Internal Privacy Notice; General Privacy Notice; Freedom of Information Policy; Document Retention and Management Policy; Privacy Policy; Data Audit Questionnaire; Subject Access Request Policy and Model Publication Scheme. You can find all of these policies on the APC website.
<https://www.audlempc.co.uk/>

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