

Churt Parish Council Communication Plan

Churt Parish Council is broadening its channels of communications to villagers to optimise inclusivity and reach. As we introduce social media to our communication channels in the form of Facebook and Twitter, we set out here the channels we use and how to access them. It is our intention that the content shared via these different channels is largely the same; we are simply using different channels to improve our reach to more people in the village. We already welcome wider village updates and notices on the Churt village website - www.churt.org - and would like to see that build in the future through all our communication channels.

Communication	Purpose	Frequency	Owner	How to post your content
Churt village website www.churt.org	The primary source of village news, welcoming updates from any and all village organisations. The Parish Council also upload regular meeting agendas, minutes, village news and information, details of Parish Council village events etc.	Updates generally twice per week	Dawn Barrow (PC Clerk) Email: churt_pc@btinternet.com	We welcome content updates to individual club/ society pages and to the Latest News page from all and every village organisation which we will upload. Please send content for posting to Adrian Waller at amwservices40@gmail.com . Please note that if content for the News page is more than one page in length it may be presented as a website download. Updates will normally be on Mondays and Thursdays. Extensive updates and those involving new functionality may be subject to a charge by agreement.
Churt Parish Council newsletter	A summary of parish meetings or news. Available free from Churt Spar; also posted on both noticeboards outside village hall and sent to a newsletter email list.	Monthly	David Crossley (Chair)	N/A to post content. Email churt_pc@btinternet.com to be added to the email list to receive the newsletter direct.
Churt Parish Council Facebook page NEW	A private page - including formal Parish Council news and information. Request to join at Churt Parish Council and Village Life at: https://www.facebook.com/groups/514699121907021/	Likely daily/ weekly	Dawn Barrow (PC Clerk)	Email content for uploading to Dawn Barrow at churt_pc@btinternet.com or if you have already have a Facebook account, content may be posted directly but will not be released until approved by the Administrator.
Churt Facebook page NEW	A public page - Churt Community . Will include chat and a place to post local adverts. Join at: https://www.facebook.com/groups/779841352197533	Likely daily/ weekly	Milena Sartoris Byrne	Post content in the usual way for Facebook. Two volunteers (Milena Sartoris Byrne and Jo Corfield) are set up to authorise content.
Churt Parish Council Twitter handle NEW	Updates only in response to tweets by @ChurtLife at https://twitter.com/ChurtLife	Infrequent	Dawn Barrow (PC Clerk)	Churt PC will respond only to @Churt Life.
Churt Noticeboards	Two Noticeboards located outside the village hall. One for news open to all village organisations to use and the second for Parish Council communications.	Updates as necessary	Dawn Barrow (PC Clerk)	Village Noticeboard - open to all village organisations. Parish Council Noticeboard - PC Clerk Village organisation noticeboard monitored by VH Committee
Vizz Network	An email distribution list of the chairs of village societies	As required	Dawn Barrow	Email notices for distribution to churt_pc@btinternet.com

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