

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire,
SN7 7HL Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Faringdon Town Council Communications Plan

Communication with residents will take place using the following methods:

- Councillor engagement with residents at every opportunity
- Open Council Meetings
- Public Meetings
- Mayor / Deputy Mayor presence at public events
- Councillor presence at all Town events
- Councillor surgeries – (Every Saturday 10am to 12pm)
- Open Information Office - Face to face contact with staff (Mon to Fri 9am to 4pm and Sat 9.30am to 1pm)
- Newsletters (3 per year)
- Annual magazine
- Website
- Social media – Facebook, twitter
- Folly Newspaper – Cllrs to be assigned a month to contribute
- Whats On and Advertiser
- On-line calendar
- Regular engagement events
- Regular calendar of events organised by FTC – engagement and communication opportunities for Cllrs (annual unless stated).
 - Civic Service
 - Cinema – at least twice monthly
 - Outdoor cinema
 - Play Day
 - Pride?
 - Mayors events (twice)
 - Litter Pick (twice)
 - Christmas Market / Event
 - Remembrance Parade
 - Remembrance Exhibition
 - Faringdon in Bloom
 - Heritage Day (Bi-annual)
 - Community Awards (Bi-annual)

January	
Daily	Non Daily Tasks
<ul style="list-style-type: none">• Councillor Engagement• Social Media• Website news section• Information Centre Face to face• Calendar update	<ul style="list-style-type: none">• Councillors to feedback engagement to Community and Partnerships• Cllr to submit press release by 15th• Newsletter Publication• Council Meeting• Budget meetings

	<ul style="list-style-type: none"> • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press
--	--

February	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Council Meeting • Cllr to submit press release by 15th • Pride attend / volunteer / engage • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

March	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Council Meeting • Mayor Rocks attend / volunteer / engage • Cllr to submit press release by 15th • Cllrs. To submit newsletter articles by 31st • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

April	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Civic Service – Cllrs to attend • Town Guide published • Councillors to feedback engagement to Community and Partnerships • Cllr to submit press release by 15th • Newsletter Publication • Council Meeting • Committee meetings • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

May	
Daily	Non Daily Tasks

<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Council Meeting • Committee meetings • Chairmen to submit annual reports by 31st May • Cllr to submit press release by 15th • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press
---	--

June	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Live in the Park - Cllrs to engage • Faringdon in Bloom – Cllrs to volunteer / engage • Cllrs to submit reports for annual magazine by 15th June • Town Meeting – Cllrs to attend • Cllr to submit press release by 15th • Council Meeting • Committee meetings • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

July	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Councillors to feedback engagement to Community and Partnerships • Annual Magazine • Cllrs to engage at Folly Fest • Cllr to submit press release by 15th • Council Meeting • Committee meetings • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

August	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Cllrs to attend / engage at Outdoor Cinema • Cllrs to attend / engage at Playday • Cllr to submit press release by 15th • Cinema – blockbuster and matinee – attend / engage

	<ul style="list-style-type: none"> • Staff to meet monthly and agree monthly plan for SM & Press
--	---

September	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Cllr to submit press release by 15th • Heritage Day Cllrs to attend / engage • Council Meeting • Committee meeting • Cllrs. To submit newsletter articles by 30th • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly plan for SM & Press

October	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Councillors to feedback engagement to Community and Partnerships • Cllr to submit press release by 15th • Committee meetings • Publication of Town Guide • Newsletter Publication • Cinema – blockbuster and matinee – attend / engage

November	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Remembrance Exhibition – Cllrs to engage • Remembrance Parade – Cllrs to attend • Mayor Rocks attend / volunteer / engage • Cllr to submit press release by 15th • Council Meeting • Budget meetings • Litter Pick attend / volunteer / engage • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly plan for SM & Press

December	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Town Budget Meeting • Christmas Market Cllrs to attend / engage • Festive Faringdon Cllrs to volunteer / attend / engage • Cllr to submit press release by 15th • Council Meeting • Cllrs. To submit newsletter articles by 31st • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

Press release deadlines

January 15 th	Cllr. Leniec – Budget
Feb 15 th	Cllr. Martin
March 15 th	Cllr. Morgan
April 15 th	Cllr. Smith
May 15 th	Cllr. Swallow
June 15 th	Cllr. Wise - annual Cllr. Thomas
July 15 th	Cllr. Boulton
August 15 th	Cllr. Castle
Sep 15 th	Cllr. Famakin
Oct 15 th	Cllr. Burns / Farmer - Wilderness
Nov 15 th	Cllr. Farmer – Remembrance Cllr. Bentley - Xmas Market, Charity Cards
Dec 15 th	Cllr. Finn – Pre- budget meeting report