

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, Faringdon, Oxfordshire, SN7 7HL

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[www.faringdowntowncouncil.gov.uk](http://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 – (Occasional)
- Open Information Office - Face to face contact with staff (Mon to Fri 9am to 4pm and Sat 9.30am to 1pm)
- Newsletters (monthly) Cllrs to be assigned a month to contribute
- Website
- Social media – Facebook, Twitter, Instagram
- 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
  - Mayor’s events (twice)
  - Christmas Market / Event
  - Remembrance Parade
  - Remembrance Exhibition
  - Heritage Day (Every four years)
  - Community Awards (Bi-annual)

<b>January</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors to feedback engagement to Community and Partnerships</li> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> <li>• Council Meeting</li> <li>• Budget meetings</li> <li>• Cinema – blockbuster and matinee – attend / engage</li> <li>• Staff to meet monthly and agree monthly pan for SM &amp; Press</li> </ul>

<b>February</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> </ul>	<ul style="list-style-type: none"> <li>• Council Meeting</li> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> </ul>

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

<b>April</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Civic Service – Cllrs to attend</li> <li>• Councillors to feedback engagement to Community and Partnerships</li> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> <li>• Council Meeting</li> <li>• Committee meetings</li> <li>• Cinema – blockbuster and matinee – attend / engage</li> <li>• Staff to meet monthly and agree monthly pan for SM &amp; Press</li> <li>• Chairmen to submit annual reports by 30<sup>th</sup> April</li> </ul>

<b>May</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Council Meeting</li> <li>• Committee meetings</li> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> <li>• Cinema – blockbuster and matinee – attend / engage</li> <li>• Staff to meet monthly and agree monthly pan for SM &amp; Press</li> <li>• Town Meeting – Cllrs to attend</li> </ul>

<b>June</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> </ul>	<ul style="list-style-type: none"> <li>• Live in the Park - Cllrs to engage</li> <li>• Newsletter Publication</li> </ul>

<ul style="list-style-type: none"> <li>• Website news section</li> <li>• Information Centre face-to-face</li> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> <li>• Council Meeting</li> <li>• Committee meetings</li> <li>• Cinema – blockbuster and matinee – attend / engage</li> <li>• Staff to meet monthly and agree monthly pan for SM &amp; Press</li> <li>• Councillors to feedback engagement to Community and Partnerships</li> </ul>
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<b>July</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> <li>• Cllrs to engage at Folly Fest</li> <li>• Council Meeting</li> <li>• Committee meetings</li> <li>• Cinema – blockbuster and matinee – attend / engage</li> <li>• Staff to meet monthly and agree monthly pan for SM &amp; Press</li> </ul>

<b>August</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Cllrs to attend / engage at Playday</li> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> <li>• Cinema – blockbuster and matinee – attend / engage</li> <li>• Staff to meet monthly and agree monthly pan for SM &amp; Press</li> </ul>

<b>September</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Council Meeting</li> <li>• Committee meeting</li> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> <li>• Cinema – blockbuster and matinee – attend / engage</li> <li>• Staff to meet monthly and agree monthly pan for SM &amp; Press</li> </ul>

<b>October</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors to feedback engagement to Community and Partnerships</li> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> </ul>

<ul style="list-style-type: none"> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Committee meetings</li> <li>• Cinema – blockbuster and matinee – attend / engage</li> </ul>
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<b>November</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Remembrance Exhibition – Cllrs to engage</li> <li>• Remembrance Parade – Cllrs to attend</li> <li>• Mayor Event attend / volunteer / engage</li> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> <li>• Council Meeting</li> <li>• Budget meetings</li> <li>• Cinema – blockbuster and matinee – attend / engage</li> <li>• Staff to meet monthly and agree monthly pan for SM &amp; Press</li> </ul>

<b>December</b>	
<b>Daily</b>	<b>Non Daily Tasks</b>
<ul style="list-style-type: none"> <li>• Councillor Engagement</li> <li>• Social Media</li> <li>• Website news section</li> <li>• Information Centre face-to-face</li> <li>• Calendar update</li> </ul>	<ul style="list-style-type: none"> <li>• Town Budget Meeting</li> <li>• Christmas Event Cllrs to volunteer / attend / engage</li> <li>• Newsletter Publication</li> <li>• Cllrs. to submit newsletter articles by 15<sup>th</sup></li> <li>• Council Meeting</li> <li>• Cinema – blockbuster and matinee – attend / engage</li> <li>• Staff to meet monthly and agree monthly pan for SM &amp; Press</li> </ul>

Newsletter deadlines

<b>Issues</b>	<b>Deadline</b>	<b>Councillors</b>	<b>Feature</b>
January	Dec 15 <sup>th</sup>		Budget
February	January 15 <sup>th</sup>		Community Awards
March	Feb 15 <sup>th</sup>		Apply for a grant
April	March 15 <sup>th</sup>		Town Meeting
May	April 15 <sup>th</sup>		Annual Meeting
June	May 15 <sup>th</sup>		Venues Feature
July	June 15 <sup>th</sup>		Focus on our Parks
August	July 15 <sup>th</sup>		Focus on or Venues
September	August 15 <sup>th</sup>		Play Day
October	Sep 15 <sup>th</sup>		Budget Setting
November	Oct 15 <sup>th</sup>		Remembrance
December	Nov 15 <sup>th</sup>		Christmas