



## **POLICY STATEMENT**

### **COMMUNITY AND INFORMATION**

#### **OVERVIEW**

The Romsey Town Council aims to ensure that its services are accessible to the public and to achieve effective accurate, understandable and readily accessible communication with the residents of Romsey and other organisations in the town. Romsey Town Council will always seek to promote the town's residents and businesses.

The Romsey Town Council aims to ensure that the information provided to the residents is accurate and understandable.

#### **DETAIL**

Romsey Town Council's address and opening hours will be clearly displayed at its premises and on all relevant publicity material.

The Romsey Town Council telephone number will be advertised in all relevant directories, and its website. All communications with the public will include address, telephone number, email and electronic addresses and website details.

The Council will provide information from statutory and voluntary bodies and will maintain files on local and regional information. It will ensure that such sources are updated regularly.

It will provide written information, at least bi-annually directly to the households on the council's activities.

**LAST REVIEWED:** January 2022

**NEXT REVIEW DATE:** January 2027