

STILLINGTON PARISH COUNCIL

2026 Communications Plan

PC – Parish Council

NK – Nigel Knapton (Clerk)

RS – Cllr. Richard Smyth (Chair)

JP – Cllr. John Pollock (Vice Chair)

CC – Cllr. Christine Cookman

RC – Cllr. Robert Churton

GT – Cllr. Graham Taylor

AC – Cllr. Andrew Crawford

JF – Cllr. Judith Fearn

1. Introduction

The PC recently requested the development of an outline Communications Plan in order to improve awareness and dialogue within The Parish. The Plan aims to create a broader, more structured means of dialogue by including selected online and social media communications alongside more traditional paper based publications.

AC and JF lead on Parish Community Engagement and subsequently own the plan. This will be revised and updated on a quarterly basis.

2. Audience

Internal - The Parish Clerk and Councillors

External - The Residents of Stillington Parish

3. Current Communications

- Internal

Communications between councilors currently comprises bi-monthly formal meetings supplemented by email and ad hoc verbal conversations. PC members currently use their personal email accounts for council related business. However, a move to a .gov.uk email domain is being implemented from March 2026 in order to improve information flow, storage, retrieval and security within the group.

- External

Meeting agenda and minutes are produced by The Clerk and placed on the Stillington PC Website <https://stillingtonparishcouncil.uk> Other PC related information and news items are also contained on the site, which is linked to and from The Stillington Village site at <https://www.stillingtonvillage.org>

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Stillington Village produces a monthly paper and online newsletter that is delivered to all households in The Village.

4. Proposed Communications

- Internal

Whilst email will continue to be the main form of correspondence going forward, it is proposed to create a Stillington PC WhatsApp* group to speed up the information flow and awareness of lower level communications and thus reduce the number of emails, particularly for updates on items. Cllr. JP also has a requirement to use the group for emergency planning purposes in order to provide greater immediacy and response capability. The WhatsApp group will be a secure closed group for Councillors that is initiated by a users mobile number. The Clerk to be contacted via the Council email address and in emergencies by mobile phone.

- External

Stillington News – Utilise this monthly publication to provide important information, updates and requests e.g. Pond, Parish Precept and Traffic speed data.

Stillington Facebook Page – Page Administrator sent articles similar to Stillington News published on behalf of The PC with no comments permitted. The intention is to broaden readership and awareness and drive enquiries to The Clerk and/or PC Website.

NB. The first message relating to recruitment for the Pond Working Group generated 18 likes and no negative responses. If selective use of this channel proves positive, the PC can consider creating their own Stillington PC group posts and reducing dependence on Page Administrators.

5. Activities & Actions

Item	Owner(s)	Date	Action
WhatsApp PC group	AC/JF/JP	March	ALL - supply mobile no. to JP
Move to a.gov.uk email	NK	March	ALL - to swap personal email for new .gov.uk one
Stillington News monthly article	AC/JF/RC	By c.15/16 th of each month	AC/JF to generate or ensure generation, NK to place
Stillington Facebook Page	AC	Ongoing	AC and PC to determine appropriate messages. AC to place with Group Administrator

*WhatsApp is a free messaging app. used by over 2 billion people worldwide. It is simple, reliable, and private and can be used on mobile phones, tablets and laptops. Simply download the app onto your phone (AC can assist).

