

HAWSTEAD PARISH COUNCIL

WhatsApp Use Policy

First approved 13 March 2025

Next review date May 2027

Hawstead Parish Council is an elected body which makes decisions in duly convened public meetings. In between meetings, information is shared between members and the clerk by email correspondence. It is appreciated that from time to time members and clerk of Hawstead Parish Council need to share various pieces of information and news within the team speedily. With this in mind a dedicated Hawstead PC WhatsApp group has been established.

All members of the Council are welcome to join the group and we encourage you to join to receive the latest updates on scheduling of extraordinary meetings and any particularly urgent matter which needs to be brought to members' attention quickly. The clerk will be responsible for the group as group admin and with your consent will add your phone number to the group. There is no obligation to use this channel of communication. Please be aware that the number you provide below will be visible and available to the rest of the group. You can opt to leave the group at any time and if you leave the Council's membership/employment your number will be automatically removed from the group.

WhatsApp Etiquette

Here are some tips to ensure everyone gets the most out of the Hawstead PC WhatsApp group:

- Understand that members of Hawstead PC give their time voluntarily; the clerk is employed for a few hours each week; it may not always be convenient or possible to respond within a particular timescale.
- Understand that Hawstead PC is a public authority and as such all communications on this group (and other mediums) are subject to Freedom of information Act 2000 and Data Protection legislation.
- Remember to be considerate and respectful to others
- Please be polite and observe the same level of courtesy as you would do if you were speaking to someone face to face
- Please refrain from commenting or sharing content (including videos or pictures) that could be interpreted as inappropriate, demeaning or inflammatory
- Please only discuss work related or business matters on the group and use alternative groups or chats for personal discussions
- Please do not share or discuss personal information of any residents or colleagues (this including names, contact numbers etc)
- Please do not share confidential information about any residents or individuals on the group

- Understand that the discussions will be moderated by the group admin and any inappropriate activity may lead to further investigation and potential action under the disciplinary procedure/ grievance procedure/ The Suffolk Code of Conduct.

If you have any queries or concerns about the group or its content please discuss this with clerk@hawstead-pc.gov.uk.

Hawstead Parish Council; Register of assets as at 13 March 2025

Description	Location/location held	Value	Date of acquisition (where known)
The Green	Adjoining Bells Lane and Bury Road	£1 nominal value	
Pound Green	Bury Road, adjacent to Almshouse	£1 nominal value	
Bull Green	Bull Lane	£1 nominal value	
Brook Green	Adjoining Bells Lane	£1 nominal value	
Millennium Field	Church Road – adjoining Cemetery	£1 nominal value	
Village sign	The Pound	£3157	
Bus shelter	Junction of Bury/Lawshall Road and Whepstead Road	£2000	
Swings x 2	The Green – southern boundary	£1501	
Seats x 3	(1)The Green – adjacent to swings (2) The Green adjacent to play area (3) Millennium Field	(1) £557 (2) (3) £300 Total £857	(1) 2015 (2) ? (3) ?
Memorial bench x1	The Green adjacent to play area	£500	
Dog bins x 2	(1)The Green – village hall car park (2) The Green –Bells Lane	£150	
Dog fouling signs	The Green – various locations	£148	2014
Litter bins x1	Adjacent to bus shelter	£100	

Grit bins x 13	Various locations around village	(1) £687.50 (x5) (2) £115 (x2) (3) 297 (x3) (4) 366.92 x (3) Total £1466.42	(1) ? (2) 2014 (3) 2019 (4) 2022
Scoops		77	2025
(5) 1x set outside xmas lights; (6) Internal decorations as follows: Xmas tree LED lights x1 2 x colour garlands, 1x white garland, plus timer in box with connector	Village hall	(1)£235 (2) £345 Total £580	(1) 2014 (2) ?
Emergency plan equipment; generator x 1, gas ring burnerx1, gas cylinders x2	1 Manor Cottages; The Green Village Hall; Kellycroft, the Green	£594	
Noticeboards x3	(1) Village hall car park; (2) Church Road adjacent to Pinford End Farmhouse, (3) The Pound.	(1) £1013.50 (2) £913.50 (3) £340 (est) Total=£2267	(1) 2014 (2) 2014 (3) ?
Interpretation Board	The Green	£990	2019
Finger posts x 2	Hawstead Brook	£400	2019
Gating to village entrances		£598	
Village bench and table	The Pound	£800	
Goal posts	The Green	£215	2014

Defibrillator	Village Hall	£2020	2015
Speedwatch signage	Village Hall	£170	2015
Bat boxes	The Green	£114	2016
Orchard sign	Millennium Field	£98	2021
Well	Bull Green	Notional value	?
Footbridge	Hawstead Brook	£1375	2017
Speed gun	c/o Cllr West	£1110	2017
Phone box	Pinford End	£1	2017
Defibrillator	Pinford End	£2010	2019
Waymarker signs	Brook Green	£210	2019
Road signage	Larkfield Corner	£324.40	2022
Tree plaque	Village green	£50	2022
Owl Box	Village Green	£178	2024
TOTAL		£24,065.82	