

# EAST BOLDON FORUM

## East Boldon Forum Communications Policy

A monthly Forum meeting will be held at a public venue. The Forum executive will ensure that all meetings take place in venues with maximum accessibility for all.

The Forum will strive to improve access to information for those without digital means of communication.

An enrolment programme for Forum membership will be established to encourage members to sign up to group emails thereby keeping members abreast of Forum developments.

All communications from external bodies will be channelled through the Forum secretary.

All external email correspondence with the forum will be channelled via [info.eastboldonforum@gmail.com](mailto:info.eastboldonforum@gmail.com)

As social media presence becomes established, all efforts will be made to ensure that the secretary is included in the communications of Forum sub committees (e.g. the communications group). To this end, the Forum website manager will add a rule that will forward any messages received using the website email address:

[admin@eastboldonforum.org.uk](mailto:admin@eastboldonforum.org.uk) to the usual secretary's account at: [info.eastboldonforum@gmail.com](mailto:info.eastboldonforum@gmail.com)

All replies to external messages will come from that central account.

At major junctures of the emerging plan, a newsletter will be available for businesses, organisations and all who reside or work in the forum area to inform them of progress and ask for views and ideas. Hard copies of newsletters will be delivered to residents and may be viewed in local places e.g. Boldon and Cleadon Community Library. E-copies of newsletters will be posted on the forum website.

The Forum will undertake to engage with all interested groups in a positive way; the local authority, planners, local politicians, local news outlets, businesses, charities and residents' organisations operating in the forum area.

The Forum will develop a website: [www.eastboldonforum.org.uk](http://www.eastboldonforum.org.uk) and social media strategy through Facebook <https://www.facebook.com/East-Boldon-Forum-105641494199529> to encourage regular information sharing.