

## **Maids Moreton Councillor Message/Text/WhatsApp Group Policy**

**February 2021, readopted 2025 and 2026**

The purpose of the Message Group – to give quick reminders and communications to all councillors in relation to the work undertaken in their role as councillors for Maids Moreton Parish Council. To ensure councillors are aware of any emails or communications that may be of a time sensitive nature.

1. Respect the purpose of the group.
2. A “Message work group” should not be used to send messages or content of a personal nature.
3. Never send content, information or “news” that has not been verified.
4. Before sending a message or any content, analyse if this is the business of Maids Moreton Parish Council and analyse if your message will be in the interest of the majority of the group. If the message is for only 1 councillor, think about sending it as an individual message.
5. When replying to a specific comment from a person, use the “reply” function to make sense of your comment and avoid confusion.
6. When noticing that you are having a dialogue with a single member of the group, consider changing the conversation to direct message, because the rest of the group may not be interested in reading your conversation with another person.
7. Keep in mind that your words can be interpreted in multiple ways, so use short sentences that cannot be misinterpreted.
8. Avoid sending videos or files that are very large. Should you need to send large files, please use email.
9. If you feel uncomfortable in the group for any reason, please contact the clerk.

Adopted 3<sup>rd</sup> March 2021

Readopted 2025

Readopted 2026