



# NEWICK PARISH COUNCIL

## Press and Media Policy

1. This policy is supplementary to the Parish Council's Standing Orders (Standing Order 21 – Relations with the press/media).
2. All requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or members of staff shall be coordinated by the Clerk.
3. The Clerk will draft a response and discuss any statement, quotation or information to be provided with either the Chairman or Vice Chairman of the Council or the Chairman of the relevant committee. Statements will then be issued on behalf of the Parish Council.
4. Any statement made must reflect the view of the Parish Council and be in line with past decisions and approved policies.
5. If the Council's view on the matter concerned has not already been determined, the relevant Chairman shall consult with other members of the Council before approving the draft statement.
6. The issuing of statements or publicity concerning individual Councillors will be restricted in the period immediately prior to a Parish Council election in accordance with guidance issued by the District Council and/or Electoral Commission.
7. In the event that individual members of the Council are contacted direct by the press or media they should consider the wider implications of the information being requested, in what capacity the information is being provided, and for what purpose. A direct quotation may be given as long as it is made clear that the view expressed is a personal one and has not been given on behalf of the Parish Council.
8. Members of the Parish Council must act in accordance with the Council's Code of Conduct at all times when dealing with the press and media.
9. The Parish Council acknowledges the right of the press and media to obtain information under the Freedom of Information Act and will cooperate with requests for information in line with its published Freedom of Information Policy and Publication Scheme (approved January 2015).
10. Representatives of the press or media are welcome to attend all Council meetings that are open to the public. The Clerk will send the agendas and minutes for monthly Parish Council meetings to the local press.

Approved and adopted 27<sup>th</sup> October 2015

Signed.....(Chairman)

Mrs Sue Berry, Clerk to the Parish Council  
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