



## WILLAND PARISH COUNCIL

### PRESS & MEDIA POLICY

1. All dealings with the Press and other Media shall, to the best of knowledge and belief, be in accord with the Law at the time of such contact or communication.
2. The Parish Council Meetings are generally open to the public and the press and other media are permitted to attend and report on proceedings. Every practical facility will be made available to them to carry out their purpose. If the press or media wish to photograph, film or record proceedings it should only be with the approval of the Chair of the meeting. Prior notification, in writing, to the Clerk is to be advised. Parish Council Standing Orders shall apply in relation to procedures and behaviour.
3. If the public are to be excluded from the meeting, or any part of the meeting, in accordance with Standing Orders, then this exclusion shall also apply to the press and other media.
4. Any press releases concerning council business should only be issued by or through the Clerk. Enquiries from the press or other media should be directed to and responded to by the Clerk, wherever possible, and be in writing for the avoidance of doubt and misrepresentation. All such communications will be made by the Clerk in consultation with the Chair of Full Council or, if not available, the Vice Chair. If the Clerk is unavailable the Full Council Chair or Vice Chair will deal with the matters.
5. Requests for 'live' interviews with a member of the Parish Council should only be provided by the Chair or Vice Chair, or where appropriate, a delegated Councillor. They should only respond with comment in accordance with Parish Council policy in respect of the subject.
6. Nothing in this policy shall prevent any Councillor communicating with or giving interviews to the press or other media BUT they must make it very clear that they are speaking as an individual and not necessarily representing the views or policy of the Parish Council.
7. In circumstances outlined in paragraphs 5 & 6 above it is advised that, if at all possible, the interview should be openly recorded or else contemporaneous notes should be made immediately after. As a matter of courtesy and record the Clerk should be advised of the statement or interview if not already aware.
8. **This policy shall be reviewed Annually.**

Adopted at the Finance & Administration Committee meeting June 2021, and is reviewed and updated annually.