



Policy on Communications with the Press and Media

Reviewed and Re-Adopted at the Meeting of 4 May 2021

1. Any approaches from the press or media should be referred, in the first instance, to the Clerk.
2. The Clerk will not give any initial response other than that he/she will liaise with the Chair of the Council.
3. If, in conjunction with the Chair, the Clerk deems it appropriate to make a comment to the press, the wording for this shall be agreed beforehand by the Clerk and two Councillors (to include the Chair and/or Vice-Chair where possible).
4. The Chair may, if there is a matter which needs immediate response and s/he considers it appropriate, issue a statement to the press on the Council's behalf – provided that:
 - a. the Chair agrees the wording of the statement with two other Councillors
 - b. the statement should, where possible, focus on presenting facts rather than opinion
 - c. the Council's Code of Conduct is adhered to at all times
 - d. any statement made to the press should be reported to the Clerk and all other Councillors.
5. If the Chair is invited to give an oral response or radio/television interview, s/he may do so as long as s/he has sought the agreement of two other Councillors. The principles of 4b-d above should be adhered to.
6. No Councillors other than the Chair shall, in their official capacity or in a manner that may be construed to represent the council, provide written or oral statements or written articles/letters to the press (or other media), UNLESS given express authority to do so by a resolution of the Council.