

# FLETCHING PARISH COUNCIL

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## Press and Media Policy

1. It is vital that the Parish Council provides local people with the opportunity to engage and that the community can get directly involved with the democratic decision-making process. The purpose of this policy is to define the roles and responsibilities within Fletching Parish Council for working with the press and media.
2. All requests from the press or other media for an oral or written statement, or comment from the council, should be co-ordinated by the Clerk, unless otherwise agreed.
3. The Clerk will draft a response and discuss any respective statement, quotes and/or information to be provided with members. Statements will then be issued on behalf of the Parish Council.
4. Statements made must reflect the Parish Council's opinion and be supportive of past council decisions.
5. In the event of individual members of the council being contacted by the press and media, members should consider the wider implications of the information requested, in what capacity the information is being given, and for what reason and purpose. A direct quote can be given so 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.
6. Members must comply with the Parish Council's Code of Conduct at all times when dealing with the press and media.
7. Should members wish to provide written statements/articles to the press or other media in their role as a Parish Councillor, these should be agreed in the first instance by the Clerk and circulated to the other members prior to publication.
8. The Parish Council acknowledges the right of the media to obtain information under the Freedom of Information Act and will co-operate with requests for information.
9. The press is welcome to attend Parish Council meetings (including committee meetings) and are entitled to receive agendas, reports and minutes on request.
10. The council will not quote any Councillor in a news release or involve them in proactive publicity events during an election period, regardless of whether or not they are standing for election.
11. The Parish Council's website will be used to convey information on matters of interest, latest news, agendas, minutes, policies, procedures and other council information and will be updated regularly by the Clerk.
12. The Parish Council notice board will be used for the publication of agendas, minutes and other council information.