

# **CUDDSDON AND DENTON PARISH COUNCIL**

## **PRESS AND MEDIA POLICY**

**June 2021**

This policy includes the rules for parish councillors and employees to follow when in contact with the media, and gives the arrangements which apply for the recording of meetings by members of the public or media.

The policy applies to all the means of communicating a message to a wide audience and includes radio, television, social media, the internet and a wide range of printed media such as newspapers, leaflets, posters and the Parish Newsletter.

### **1 CONTACT WITH THE MEDIA**

- a) The Clerk shall act as the press officer for the Parish Council. Any official contact with the media concerning the Parish Council's policies, decisions and services should be initiated through the Clerk.
- b) Press releases and statements shall be prepared by the Clerk or Chairman, in association with other councillors as necessary.
- c) If a councillor receives an approach or enquiry from the media about any matter relating to the Parish Council, it should be referred to the Clerk. A decision shall then be made by the Chairman, in consultation with other councillors as necessary, about the format and content of any response.
- d) If a councillor speaks to the media on a particular issue and this has not been authorised by the Parish Council, then the councillor must make it clear that they are expressing a personal view and ask that it is clearly reported as such.
- e) Any councillor taking part in a radio or television broadcast should only do so on behalf of the Parish Council with the approval of the Chairman, in consultation with other councillors where necessary. Ideally arrangements should be made for the broadcast to be recorded and retained for reference. Alternatively, a note of the broadcast's content should be made and sent to the Clerk.
- f) A councillor who identifies a media opportunity should refer to the Clerk and Chairman to ensure accuracy and consistency in any subsequent press release or contact with the media.
- g) Councillors are not prevented from expressing a personal opinion through the media, for example by writing to a newspaper or posting an opinion on an internet site. However, councillors must make it clear that any views expressed are their own views. Councillors should take care not to misrepresent the Parish Council or bring it into disrepute and must bear in mind their responsibilities under the Code of Conduct.

### **2 RECORDING AND FILMING PUBLIC MEETINGS**

- a) Any member of the public or media may take photographs, video recordings or audio recordings of the proceedings of all public meetings of the Parish Council and its committees.

- b) While no prior permission is needed, it is advisable that any person wishing to take photographs, video recordings or audio recordings at a meeting advises the Clerk so that all necessary arrangements can be made to accommodate this at the meeting.
- c) Any video recording of the public should not include children, the vulnerable or other members of the public who actively object to being filmed, without undermining the broader transparency of the meeting.
- d) Members of the public or media who are making a video or audio recording of a meeting must not disrupt the meeting or impede other members of the public from seeing, hearing or recording the proceedings. Anyone who behaves disruptively may be excluded from the meeting.
- e) A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- f) If a part of the meeting is closed to the public then any recording of that part is not permitted.

### **3 USE OF SOCIAL MEDIA AT MEETINGS**

- a) Councillors and members of the public are permitted to report from meetings by any form of social media provided it is not disruptive and does not detract from the proper conduct of the meeting.
- b) Councillors may not report confidential information from any section of a meeting that is closed to the public.