Bournheath Parish Council

Press and Media policy

Adopted: May 2015
Review date: May 2025, review every 2 years.

Standing Order no. 21 refers

Responding to Press enquiries:

Responses to the press relating to matters discussed by the Parish Council shall be dealt with in the first instance by the Clerk to the Council. The Council Chairman is also authorised to give the views of the Council to the press on any non-confidential subject discussed by Council.

Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting. At no time shall the personal views of either members or officers of the Council be given to the press in a way which could be interpreted as a view of the Council as a whole.

On a matter that has not been discussed by the Parish Council, the Clerk shall ask the enquirer for time to speak in the first instance to the Chairman, or if not available then to the Vice-Chairman and to then respond to the enquiry.

Initiating media information:

If the Council wishes to release a Press Statement then the Clerk will be advised of the substance of the information that is to be made more widely known and working with the Chairman will draw up a Press Statement to be released as soon as possible thereafter.

General Information:

The Parish Council's notice boards, newsletter and website shall be used to disseminate items of information to the wider public. All information shall conform to legal requirements. The content of the newsletter will be decided by the Parish Council and the website and notice boards are as required by law, monitored by the Clerk under the direction of the Council.