



## **Tongham Parish Council**

### **Press & Media Policy**

This policy is to ensure that Councillors and officers of the Council are aware of how to communicate with the Press and Media in a way which ensures the smooth running of Tongham Parish Council. It sets out to provide guidance on some of the practical issues which may arise. First and foremost the Code of Conduct must be observed when a Councillor or officer conducts the business of the Council or acts as a representative of the Council.

The Parish Clerk, as the Proper Officer of the Council, is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council. In the absence of the Clerk, media communications will be referred to the Chairman of the Council. Communications made by the Clerk will relate to the administration and management of the Council; the Clerk will not speculate on matters which have not been considered by the Council. Where such questions are put to the Clerk, they will be referred to the Chairman or the Chairman of the relevant committee.

No other Councillor is authorised to speak to or communicate with the Press or Media on any matter affecting the Council or its business.

It is important to consider with care what is said; it is suggested that any statement be prepared beforehand, and any 'off the cuff' requests be referred to the Clerk or Chairman. If a councillor is giving a private opinion then they must not use the title 'Councillor'. It is also important to avoid slander, libel, or speculation; and where a Council decision has been properly made, to have due regard for that decision even when a Councillor as an individual may have voted against said decision.

Agreed by Tongham Parish Council

Signed: \_\_\_\_\_

Date: \_\_\_\_\_