

# WINDLESHAM PARISH COUNCIL

## Policy and Procedure for Communications with the Press and Public

### 1 Procedure

- 1.1 The Clerk will clear all press releases, with the Chair of the Council or Vice Chair if appropriate.
- 1.2 Press reports from the Council, its committees or working parties should be from the Clerk or an officer or via the reporter's own attendance at a meeting.
- 1.3 Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- 1.4 Unless a Councillor is absolutely certain that he/she is reporting the view of the Council, they must make it clear to members of the public that they are expressing a personal view.
- 1.5 If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a Council agenda item.
- 1.6 The public and press are entitled to attend any meeting of the Council or any committee unless excluded by formal resolution in relation to any matter of business.
- 1.7 The Clerk will manage the publication of all public notices whether via email, the Council's website, social media or noticeboards.

This policy will be reviewed annually or earlier if so required by legislation or additional material.