

## **BESTWOOD VILLAGE PARISH COUNCIL**

### **PRESS and MEDIA POLICY**

Representations to the press on behalf of the Council will be submitted by the Chairman, Clerk or Vice Chairman, with two of the three agreeing the release and wherever possible it will take the form of a written statement.

Other Councillors wishing to submit press releases will do so either via or with prior authorisation from the Chairman, Clerk or Vice Chairman, preferably two of the three and wherever possible it should take the form of a written statement, a copy of which should be sent to the Clerk for recording.

In the event that a verbal addition or submission is made by any authorised person this will wherever possible be confirmed in written format or a copy of the article will be requested before publication.

The Council will only comment on matters of fact or matters agreed at Council meetings and representations will be in accordance with the Council's decision.

No representations will be made in matters which are discussed in closed session i.e. where press and public have been excluded under the Public Bodies (Admission to Meetings) Act 1960. Furthermore no representations will be made on any item or of a nature that may reasonably cause the Council to be subject to litigation.

The Council will respect the rights of individuals and others and will have particular regard to Data Protection issues when issuing press releases.

In the event that Councillors have direct dealings with the press on any matter which may reasonably be construed as being associated with the Parish Council they must make it clear that they are not commenting as a representative of the Council or reflecting its views.

The Clerk will issue copies of all Main Council agenda's free of charge to the local press officer