

BRINSLEY PARISH COUNCIL

PRESS AND MEDIA POLICY

Overview

This policy sets out how Brinsley Parish Council communicates with the press and media to ensure all statements and information shared are consistent, respectful, and legally compliant.

Only the Chairman, Clerk, or Vice Chairman can represent the Council to the press, and they must agree on what to say. If another Councillor wants to make a statement as a Councillor, they need prior approval from these officials.

Statements are typically made in writing, but if something is said verbally, it should be confirmed in writing before being published.

The Council only shares facts or decisions made at Council meetings and does not comment on private or sensitive matters. Councillors speaking to the press personally must clarify that they are not representing the Council.

The Clerk provides local press officers with copies of Council agendas if appropriate.

Purpose

This policy outlines how Brinsley Parish Council communicates with the press and media, ensuring that information shared is accurate, fair, and legally compliant.

Procedure

1. Representations to the press on behalf of the Council will be made by the Chairman, Clerk, or Vice Chairman, with two of the three agreeing on the release. Statements will typically be written.
2. Other Councillors wishing to make statements to the press must obtain prior authorization from two-thirds of the following; the Chairman, Clerk, or Vice Chairman. A copy of the statement must be sent to the Clerk for record-keeping.
3. If verbal statements are made, they should be confirmed in writing, or a copy of the article should be requested before publication.
4. The Council will only comment on matters of fact or decisions made in Council meetings.
5. No comments will be made on matters discussed in closed sessions or topics that may lead to litigation.
6. Press releases must respect individuals' rights and comply with data protection laws.
7. Councillors dealing with the press on personal matters must clarify that they are not representing the Council.

8. The Clerk will provide copies of Main Council agendas to local press officers free of charge if applicable.

This policy ensures that all communication with the press and media is handled responsibly, protecting the Council's reputation and maintaining transparency.