

COMMUNICATION POLICY

The Council is a corporate body, a legal entity separate from that of its members. Its decisions are the responsibility of the whole body. Councillors must always remember that they represent the Council as a corporate body.

This policy covers all members of the Parish Council, its employees, and members of the public appointed to committees.

The Clerk is the Press Officer for the Parish Council.

1. Press Statements

- 1.1 The Clerk in consultation with the Chairman/Vice Chair may issue press statements on behalf of the Council. The press statements will be clear, consistent, based on fact and in keeping with the Council's policies, aims, and priorities.
- 1.2 Councillors wishing to issue a press release or issue a letter relating to Parish Council business must submit a copy to the Clerk for approval before going to the press.
- 1.3 Councillors wishing to participate in media interviews must make the Clerk aware of the content of the interview before it occurs. If the interview digresses from the agreed subject then the Councillor must make it clear that it is a personal view and not the view of the Parish Council.
- 1.4 If a Councillor wishes to write to the press on a personal issue, or make an observation, they should make it clear that it is a personal view and not the view of the Council. They should not sign the letter as a Councillor.
- 1.5 Photographs relating to Parish Council matters should not be supplied to the press without permission from the Clerk and the Chairman.
- 1.6 Councillors should not use their association with the Parish Council for political purposes in the press.
- 1.7 The Clerk, if asked by the Council, will correct any factual errors made in the press.
- 1.8 The Clerk, if contacted by the media for information, must only give the facts and the view of the Council as a body.

2. Attendance of press

- 2.1 Press and public are automatically invited to all formal Council and committee meetings. Any informal meeting to facilitate authorised council business is not automatically open to the press or public. Permission for the press or the public to attend must be given by the Clerk.

3. Use of social websites

- 3.1 Internet websites and social websites set up to promote Council business are the responsibility of the Clerk. The Clerk may delegate authority to maintain and update any website but shall retain overall responsibility for the content.
- 3.2 All Councillors and employees using social websites must make it clear that opinions expressed are their personal ones and not those of the Parish Council.

*This policy was adopted by the Parish Council on 24th January 2012 – minute ref. 6788. Last reviewed on 19th July 2016, minute ref. 9687b.
Last reviewed on 1st October 2019, minute ref: RS/11/10/19*

This policy was reviewed and adopted by Full Council on 20/01/2026-minute reference FC/12b/01/26

This policy will be reviewed every three years unless legislative changes apply.