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Press and Media Policy

To be adopted a Council Committee Meeting 18th April 2023

Introduction

The purpose of this policy is to guide both Councillors and Officers of the Council in

their relations with the Press and Media, in such a way as to ensure the smooth

running of the Council. This policy does not seek to be either prescriptive or

comprehensive but sets out to provide guidance on how to deal with some of the

practical issues that may arise when dealing with the Press and Media.

Above everything else, a Councillor must observe Sandgate Parish Council's Code

of Conduct whenever he/she conducts the business of the authority, conducts the

business of the office to which he/she has been elected or acts as a representative of

the authority.

Parish Clerk and Officers 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 Parish Clerk, media communications will be

handled by the Chair.

All communications made by the Parish Clerk will relate to the stated business and day-

to-day management of the activities or adopted policy of the Council. The Parish Clerk

is not expected or authorised to speculate on matters that have not been considered

by the Council.

Where such questions are put to the Parish Clerk the enquirer will be referred to the

Chairman as considered appropriate. No other officer of the Council, unless authorised by the Parish Clerk, is permitted to speak, or communicate with the Press and Media on any matter affecting the Council or its business.

Members of the Council

A Councillor must not disclose information that is of a confidential nature. This includes

any discussion with the press on any matter which has been discussed under

confidential items on Council or Committee agendas or at any other private briefing.

A Councillor should always act with integrity when representing or acting on behalf of

Sandgate Parish Council