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Press and Media Policy

1. Purpose and Scope

Moulton Parish Council welcomes enquiries from the press and media and recognises its relationship with the press helps communication with residents. The council seeks to be as transparent as possible, always cooperating with the press and using the opportunities of the media to publicise events, projects and works being organised.

The press is permitted to attend all meetings of the council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960.

The aim of the policy is to ensure that Moulton Parish Council communicates through the press in the best way possible, reflecting the corporate view of the council, without inhibiting Councillor's individual roles.

The same principles apply for the written press, radio, television, and other media. Please also read in conjunction with our other related policies listed at the end of this document.

2. Legal Responsibility & Policy Support

[Public Bodies Admission to Meetings Act 1960](#)
[Local Government Act 1974](#)

3. Council Press Releases

Press releases and statements will be prepared and issued by the Executive Officer in consultation with the Chair or Vice Chair as required.

4. Media Enquires

The Executive Officer will act as the council's Press Officer. Any official contact with the media concerning the council's policies, the decisions it makes and services it provides are to be initiated through the Executive Officer or delegated officers.

Members who identify a media opportunity concerning the council's policies, the decisions it makes and services it provides should discuss this with the Executive Officer who will, in consultation with other members as appropriate, decide how this will be followed up.

If a member or an employee receives an approach or enquiry from the media about any matter relating to the council, members are free to provide a personal view, however any queries concerning the council's policies, the decisions it makes and services it provides should be referred to the Executive Officer.

Where possible, press releases will include a quote from the Chair or relevant Committee

Chair.

5. Councillor Press Correspondence

Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any member expressing a personal opinion through the media. Members must make it clear that any views expressed which differ from council policy are their own personal views and should be recorded as such.

Such releases, political or non-political, should bear no reference whatsoever to any officer and must not use the council logo. Neither the Council address, telephone number nor website should be included as a point of contact.

Where a journalist wishes to confirm what was said by an individual Councillor during a council meeting, they will be referred to the Executive Officer.

6. Press Protocol

The Executive Officer is responsible for issuing official press releases on behalf of the council.

When the media seeks information on an issue that is, or likely to be, subject to legal proceedings then where necessary advice will be obtained from the council's solicitor before any response is made.

All press releases and other materials are filed for reference by the Executive Officer.

7. Roles

Whilst the Executive Officer is the Press Officer, the spokesperson for the council shall be the Chair or in his/her absence, the Vice Chair, or the relevant Committee Chair.

8. Related Policies

This policy applies to all employees, volunteers, and Councillors of Moulton Parish Council and should be read in conjunction with our other policies and procedures. Please refer to additional policies:

- Social Media, Internet Use and Electronic Communication Policy
- Communication & Community Engagement Policy
- Code of Conduct

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024
Review Due: January 2025