



### **Communication and Media Policy**

The council will endeavour to provide accurate information with regard to all its activities. Information is available through its website. Any further information may be obtained by contacting the Clerk (a small fee may be charged as detailed in the council's publication scheme). However, the council and its staff may not disclose information which is confidential or where disclosure would be prohibited by legislation (e.g. data protection laws).

Members of the public and press are able to ask questions regarding the council's work during the public session of the public meeting. Questions regarding issues not on the agenda or requiring research may be responded to later by the Clerk. The Press will be provided with reasonable facilities for taking reports. Otherwise queries may be addressed, in writing, to the Clerk. Members of the press should contact the Clerk or Chair if they wish to have an interview or statement from a member of the council regarding council business.

Interviews and statements (written or verbal) regarding council business, given by the Clerk, members of the council or staff should reflect the position of the council and not individual views. Councillors and staff are not to misrepresent the council position nor bring into disrepute the reputation of any councillor, council staff or the council itself.

The council may publicise activities through all forms of media and communication. The council must give prior approval to members of the council to provide written or verbal statements to the media or to write articles for publication. Social media may be used to support other forms of communications to provide a consistent message.

Councillors or staff providing statements or interviews to media, on non-council business, are not permitted to use their title (e.g. Councillor, Clerk).

In accordance with legislation, between the notification of an election to the election itself (known as 'purdah'), the Clerk will manage all publicity.