

## **Shirland and Higham Parish Council – Press Policy**

Standing Order no. 22 refers

### **Responding to Press Enquiries:**

Responses to the press relating to matters discussed by the Parish Council shall be dealt with in the first instance by the Clerk. The Chair is also authorised to give the views of the Council on any non-confidential subject discussed by the Council.

Wherever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting. At no time shall the personal views of either members or officers of the Council be given to the press in a way which could be interpreted as a view of the Council as a whole.

On a matter that has not been discussed by the Parish Council the Clerk shall ask the enquirer for time to speak in the first instance to the Chair, or if not available to the Vice Chair and to then respond to the enquiry.

### **Initiating media information:**

If the Council wishes to release a Press Statement then the Clerk will be advised of the substance of the information that is to be made more widely known and working with the Chair will draw up a Press Statement to be released as soon as possible thereafter.

### **General information:**

The Parish Council's noticeboards and website shall be used to disseminate items of information to the wider public. The website and noticeboards are monitored by the Clerk under the direction of the Council.