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**Working with the community for the community**

**PRESS & MEDIA**

**POLICY**

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**INTRODUCTION**

This document is the written Press and Media policy of Kempley Parish Council (the Council) regarding communications with and access to the Council, its meetings, and individual councillors.

A Policy is not the same as the Standing Orders adopted by the Council.

This Policy was adopted or modified by the Council:

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| --- | --- | --- |
| **Action** | **Date** | **Comment** |
| Adopted: | 06.11.18 | For review at the Annual Parish Council Meeting |
| Modified: | None |  |

**Changes to this Policy**

We keep this Press and Media policy under regular review and we will place any updates on our website [www.kempleyparishcouncil.org](http://www.kempleyparishcouncil.org).

**Contact Details**

Please contact us if there are any questions about this policy:

Kempley Parish Clerk

The Croft, Kempley, GL18 2BU

Email: kempleyparishclerk@gmail.com:

**PRESS AND MEDIA POLICY**

1. **Principles:**

The Council is committed to the provision of accurate information about and reporting of its governance, decisions and activities (the Functions). From time to time the press or other media may become interested in its Functions and this policy defines the method and extent of communications with the press and other media. The Council wishes to minimise the risk of misunderstanding by the public or for incorrect or unauthorized information entering the public domain. To do this the Council will:

* Subject to this Policy co-operate with information exchanges requested by the public;
* Subject to this Policy, co‐operate with information exchanges requested by persons whose work involves gathering material for publication or broadcast in any form including the press, radio, television and other media including the internet (the Media), and
* Work with the public and the Media to meet the above objectives in accordance with the legal requirements and restrictions that apply.
1. **Legal Requirements and Restrictions:**
2. This Policy is subject to the Functions which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the reedom of Information Act 2000, the Data Protection Act 1998, GDPR 2018 and other legislation which may apply, together with the Council’s Standing Orders, Code of Conduct and Financial Regulations Policy. The latter are available on the Council’s Website [www.kempleyparishcouncil.org](http://www.kempleyparishcouncil.org);
3. The Council cannot disclose confidential information or disclose other information where prohibited by law;
4. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s Standing Orders, under contract or by common law, and
5. Councillors are subject to additional restrictions about the disclosure of confidential and other information arising from compliance with the Code of Conduct.
6. **Meetings**
7. A meeting of the Council, and its committees, is open to the public and the Media unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution;
8. In accordance with the Council’s Standing Orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting;
9. Where a meeting of the Council and its committees include an opportunity for the public to participate, persons may speak and ask questions. Public participation is regulated by the Council’s Standing Orders;
10. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a radio or television broadcast, providing commentary on blogs, web forums, (or social networking sites such as Twitter, Facebook) and YouTube or otherwise by the internet or other means which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless:
	1. the meeting has resolved to hold all or part of the meeting without the public and the Media present, or
	2. such activities disrupt the proceedings, or
	3. paragraphs 3.5 or 3.6 below apply;
11. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission;
12. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted;
13. The Council shall, as far as it is practicable, provide reasonable facilities for any person taking a report of a Council or committee meeting and for telephoning their report at their own expense, and
14. The Council’s Standing Orders set out where attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub‐committee and such attendance by the public shall include the Media.
15. **Other communications with the Media**
16. This policy does not seek to regulate councillors or the Clerk in their private capacities;
17. The Council’s communications with the media shall seek to represent the corporate position and views of the Council on any matter;
18. Councillors or the Clerk shall not misrepresent the corporate position and views of the Council on any matter;
19. If the view of a councillor or the Clerk is different to the Council’s corporate positon and view, the relevant councillor or the Clerk will make the Council’s corporate view clear in any communication by them regarding that view;
20. The Clerk may contact the media if the Council wishes to provide information, a statement or other material about the Council, and
21. Councillors and the Clerk are free to communicate their position and views on any matter but only in accordance with this Policy.