



The Clerk to Hilton Parish Council
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Press & Media Policy

Introduction:

Hilton Parish Council is committed to the provision of accurate information in respect of its functions, decisions and actions.

Hilton Parish Council may communicate with those whose work involves gathering material for editorial publication in print, broadcast and electronic form ("the media").

Where information is not available via the Council's publication scheme, the Hilton Parish Council shall endeavour to assist the media with enquiries about the Council's functions, decisions and actions.

The purpose of this policy is:

- to establish a framework for achieving an effective working relationship with the media
- to ensure that the views and policies of Hilton Parish Council are presented accurately
- to clarify who is authorised to speak on behalf of Hilton Parish Council
- to provide guidance for Councillors and Staff on how to deal with some of the practical issues that may arise when dealing with the Press and Media.
- to ensure consistency in the Council's dealings with the Press and Media
- to ensure that all elements of the Press and Media will be treated equally

Legal Framework:

This policy is subject to the Council's statutory obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act, the Data Protection Act and the Council's Standing Orders. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.

Media Attendance at Meetings:

Meetings of Hilton Parish Council, its committees and sub-committees are open to the public and press, unless the Council resolves that their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for other special reasons.

In accordance with standing orders, persons may be required to leave a meeting if their disorderly behaviour obstructs the business of the meeting.

Where meetings include time for public participation and subject to the Council's standing orders, media representatives may speak and ask questions.

Recording and reporting on meetings is subject to Hilton Parish Council's separate Policy and Procedure entitled Protocol on Recording and Filming Council and Committee Meetings.

The press/media are entitled, on payment of postage or other necessary charges, to copies of the agenda and necessary supporting papers for a meeting. Their representatives shall be given reasonable facilities for taking and communicating their report of a meeting, subject to the council's Policy and Procedure entitled Protocol on Recording and Filming Council and Committee Meetings.

The Clerk:

Wherever possible all communications with the Press and Media should be made through the Clerk.

Review Date: May 2019

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