

## **Saxby All Saints Parish Council Press and Media Policy**

1. All meetings of Saxby All Saints and its Committees are open to the Press/Media where they can contribute during the Open Forum session. The exception to this is where a resolution is passed under The Public Bodies (Admission to Meetings) Act 1960, when such a meeting is closed to members of the public and Press for the discussion of matters of a confidential nature.
2. Copies of approved minutes can be requested by the Press/Media via the Parish Clerk. All requests should be made in writing. Minutes are also available to download from the Parish Council's website [www.saxbyallsaints-pc.gov.uk](http://www.saxbyallsaints-pc.gov.uk)
3. Freedom of Information requests from the Press/Media must be referred to the Parish Clerk who will deal with them within the prescribed time limits. If the Clerk feels it is appropriate, she will ask the Chairman to convene a meeting to discuss the request.
4. Verbal enquiries seeking a Parish Council view should be made to the Parish Clerk. The Parish Clerk will then contact the Chairman if a verbal response is requested, and the Chairman will deal with the enquiry.
5. Interviews would normally only be undertaken by the Chairman, or in his absence, the Vice Chairman, after they had cleared any legal matters with the Clerk. Wherever possible "opinions" should be avoided, and interviews should be confined to minuted business.
6. If Councillors give Press/Media interviews as individuals, they should state this fact, and ensure that any publication is monitored, and corrective text issued if the interview suggests that their comments are Parish Council Policy.

This Press and Media Policy was reviewed and adopted by Saxby All Saints Parish Council at its meeting on the 10<sup>th</sup> May 2017.

Next review due May 2019.