

# St ENDELLION PARISH COUNCIL

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## PRESS POLICY

### 1 PURPOSE

1.1 To define access to the Parish Council.

### 1.2 RESPONSIBILITY

1.3 The first contact with the media will be through the Chairman of the Council or in his/her absence the Vice-Chairman.

1.4 In circumstances where members are contacted by the press, to avoid misunderstandings, they are requested to restrict their comments to decisions of the Council or one of its committees that are **not** confidential or to the expression of a **personal opinion only**.

1.5 As members of the public and press do not attend all committee meetings, there may be items which would have been dealt with confidentially by exclusion of the press and public and members should ensure that items are not released prematurely to the press.

1.6 **The best course of action is to refer the enquiry to the Chairman.** It would be helpful if members contacted by the press would advise the Chairman of the contact and the content of the discussion.

### 2 STATEMENT OF INTENT

2.1 The Council's Policy on dealing with the Media and the Press is to be, at all times:

- Open;
- Transparent;
- Honest;
- proactive and assertive;
- helpful to the media in facilitating photograph opportunities, interviews and other reasonable requests;

3 The Council will

- Invite local Press to Council meetings;
- Promote the Parish of St Endellion and events organised therein;
- Respond quickly and effectively to media enquiries ;
- Respect the confidential nature of information which is retained by the Council on individual cases or other matters which are officially specified as confidential.

**Gillian Thompson**  
**Parish Clerk**

Re-adopted by Council on 22<sup>nd</sup> January 2018