

WELBOURN PARISH COUNCIL

POLICY FOR DEALING WITH REQUESTS FROM PRESS AND/OR OTHER MEDIA

Adopted 08th November 2017

Review 2018

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1. COUNCIL MEETINGS –

All Council meetings are open to the public and press with the exception of those items discussed in closed session due to the confidential nature of the business or other special reason(s) stated in the resolution.

Councillors and the Clerk should be aware that any statements made during meetings (with the exception of closed session items) may be reported.

2. MINUTES OF MEETINGS –

All minutes of meetings are public legal documents and may also be quoted in the press and other media.

3. PUBLIC COMMENT –

Members of the Parish Council accept their legal collective responsibility for all decisions taken by Council whether or not they personally support those decisions. Members will not criticise or complain about such decisions if approached by the media to do so.

Where a Councillor or the Clerk wishes to make or publish a public comment on any matter related to the Council's business or its responsibilities they must be sensitive to any agreed Council position and also make it clear if they are speaking/writing as a Councillor or expressing a personal opinion.

4. REQUESTS FOR INFORMATION, COMMENTS OR QUOTES –

Where information relating to Council's governance, decisions and activities is not available via the Council's Publication Scheme, any media requests for comments or quotes outside a Council meeting may be;

- a. Referred to the Chairman or the Clerk for comment.
- b. The Chairman or the Clerk may even then decline to comment or give a quote.

5. LEGAL REQUIREMENTS AND RESTRICTIONS

The Council cannot disclose information or make comment on a subject if it is prohibited – by legislation; under the terms of a court order or contract; by common law or by Council's Standing Orders

6. WEBSITE –

Material is posted on the Welbourn Parish Council website –

<http://parishes.lincolnshire.gov.uk/Welbourn/>

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