



TILNEY ALL SAINTS PARISH COUNCIL

MEDIA POLICY

Introduction

The aim of this Policy is to set out a Code of Practice to provide guidance to the Clerk and the Council regarding procedures and protocol to follow when dealing with the press and public. This includes use of online communications, collectively referred to as social media and the management of the Council's website, as well as the more traditional ways of communicating.

1. Tilney All Saints Parish Council (the Council) is committed to the provision of accurate information about its governance, decisions, and activities. Where this information is not available via the Council's publication scheme, please contact the Parish Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including the use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admissions to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and Standing Orders are available via the Council's publication scheme.

5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law.

The Council cannot disclose information if it is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public 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. 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.

7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.

8. 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 TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear the meeting is permitted in accordance with the Council's Protocol for the Reporting at Meeting of the Council and Committees dated 9th February 2015, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings.

9. The photographing, recording, filming or other reporting of a child under 18 or a vulnerable adult at a Council meeting is not permitted unless an adult responsible for them has given permission.

10. Live oral reporting or commentary about a Council meeting by a person who is present at the meeting is not permitted.

11. The Council shall, as far as is practicable provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

12. The Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming, or other reporting is permitted at a meeting of a sub-committee.

Other communication with the media

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

15. The Parish Clerk or in their absence the Chairman may contact the media if the Council wants to provide information, a statement or other material about the Council.

16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

This policy was agreed and accepted by the Parish Council on 13th June 2024.
Policy reviewed on a three-yearly basis.
Policy review next due June 2027.