

# Lindridge Parish Council

## Communications and Media Policy

This document must be read in conjunction with the Parish Council Standing Orders.

### **Our Meetings**

Lindridge Parish Council seeks to be open and transparent in the conduct of its business. Our Council and sub-committee meetings are held in public unless there is a legitimate reason (as defined by NALC\*) for confidentiality.

We publish the notices of our meetings, agendas, minutes and accounts (according to NALC\* guidance) on,

- our parish notice boards that are distributed throughout the Parish, and
- our website.

Copies of any of these documents can always be obtained by contacting our Clerk either by e mail or at the address below.

Any of our meeting can be attended by media representatives and recorded provided the processes involved are not disruptive to the conduct of business.

### **Promoting the Council**

The Council seeks to promote the Parish and the Council's work through occasional articles in the local parish magazine (Teme Span) and information published on its website.

Where opportunities arise, press releases are prepared and, subject to approval by our Chair and Vice Chair, distributed to local media outlets.

### **Interaction with the Media**

Media requests for interview will be directed to the Chair or Vice Chair of the Council.

Councillors or the Clerk approached directly should refer the matter to the Chair or Vice Chair where possible. Where an interview becomes unavoidable it should be made clear that the interviewee is speaking as an individual and is not necessarily representing Council policy. The summarised content of such an interview must be shared with the Clerk and fellow councillors as soon as possible.

### **Social Media**

The Council will continue to review the use of social media in support of this policy but for the present does not support its use.