



Belper Town Council

## **POLICY ON PRESS RELATIONS**

### **Press Enquiries**

#### **Enquiries to Councillors for their personal opinion.**

Nothing in this Policy prevents Councillors from expressing their own personal opinion on non- Council matters in the press or by way of published letters. Councillors should stress that the opinion given is their own and not the Councils. Councillors should be mindful about the pre determination rules when commenting.

#### **Enquiries to the Council**

1. All press enquiries in relation to the Council's view on matters -shall be made to the Clerk and in their absence to the Assistant Clerk at the Council Office.
2. The Clerk/Assistant Clerk shall refer the enquiry to the Mayor, Deputy Mayor or Chairperson of the relevant Committee for consideration and/or comment.
3. A Councillor may consult with the other Members of the Council and the Clerk/Assistant Clerk before commenting to agree a form of words.
4. The Clerk/Assistant Clerk shall communicate the agreed response to the press.
5. All Members approached by the press/media for a Council comment/view shall process the enquiry in accordance with this Policy and should not answer the query direct.

#### **Press Releases**

1. The Clerk and in their absence the Assistant Clerk shall prepare appropriate press releases and/or news items for the Council's website and publish together with contact details of the local Member's contact details.
2. The content shall be guided by decisions made by the Council and events organised by the Council during the previous month, decisions or events in the forthcoming month, notifications/publications required by law, and other issues that the Clerk and /or the Council consider appropriate.