



COMMUNICATION WITH THE PRESS AND OTHER MEDIA GP18

Any press/media release must be approved by the Chief Officer in consultation with the relevant Committee Chairman.

Officers who wish to issue publicity, excluding electoral material, concerning an activity in which the Council is involved, will be required to consult the Chief Officer or Operations Manager before publication.

Councillors who are asked for comment by the press or public on matters relating to the business of the Town Council, should report the Council's position. This can be obtained by contacting the Chief Officer in the first instance if needed. Councillors who provide personal opinions should ensure that the press and media are in no doubt that it is their personal opinion.

All official enquiries from the press to the Town Council should be directed to the Chief Officer who will consult with the relevant Committee Chairman. Officers shall not issue comment directly to the press. Any written enquiry from the press, including via email, for information on Town Council matters will be answered by the Chief Officer or Operations Manager as appropriate, as matters of fact.

Press Releases will be used where appropriate to advise the media of the council policies and decisions. All press releases will be issued via the Chief Officer.