

# BARKWAY PARISH COUNCIL



## **PROCEDURE FOR DEALING WITH PRESS/MEDIA ENQUIRIES**

Any request for information about Parish Council business received from the press or other media shall be directed to the Parish Clerk, who will decide if the matter does relate to Parish Council business. If the enquiry is in respect of a matter for which the Parish Council is responsible, he/she will refer the matter to Chairman or in his absence, the Vice Chairman. In consultation with the Parish Councillor under whose portfolio the enquiry falls, a reply, either orally or written will be prepared and provided to the enquirer.

Under no circumstances will a Councillor, in their official capacity provide oral or written statements or written articles to the press or other media, without prior written agreement of the Chairman or Vice Chairman.

Adopted 14<sup>th</sup> September 2010