

*Town Clerk: Michael Greenfield*



# Lydney Town Council

*Council Chambers, Claremont House, High Street, Lydney, Glos, GL15 5DX*

*Telephone: 01594 842234*

*Email: [town.clerk@lydneytowncouncil.co.uk](mailto:town.clerk@lydneytowncouncil.co.uk)*

*Web: [www.lydneytowncouncil.co.uk](http://www.lydneytowncouncil.co.uk)*

## Press and Media Policy Statement

(As approved May 2021: Reviewed and readoption 15<sup>th</sup> May 2023)

1. It is vital that the Town Council provides local people with the opportunity to engage and that the community can get directly involved with the democratic decision-making process.
2. The Council's contact with the press and media is extremely important in this regard and should be undertaken in a positive and proactive way.
3. All members of the Council are entitled to respond directly, to the press and media, contact the Clerk prior to speaking to the press and media when contacted.

However, in doing so, the same considerations as outlined in the Council's Social Media Policy should be taken into account:

- to consider the wider implications of the information about to be imparted and in what capacity the information is being given, for what reason and purpose;
  - that the Town Council's Code of Conduct and Standing Orders be considered;
  - that if in doubt, members should seek the advice of an officer or fellow member in advance.
4. In the event of individual members being contacted by the press or media careful consideration is to be given as to whether or not the enquiry should be referred to the Mayor/respective committee member; a direct quote can be given so long as it is made clear that the view expressed is a personal one and has not been given on behalf of the Town Council.
  5. On receipt of a request from the press or other media for a formal statement the person receiving the request should advise the sender that a statement will be considered and issued shortly.
  6. All requests from the press or other media for an oral or written statement or comment from the Council should be co-ordinated by the Town Clerk in consultation with the Mayor and/or the member delegated the authority to address such.

7. The Town Clerk will in such an instance draft a response and discuss any respective statement, quotes and/or information to be provided. Statements will then be issued either in the name of the Mayor, Committee Chair or on behalf of the Council.
8. Where appropriate, quotes within press statements can include both member and officer comments.
9. Due regard should be given to any ward related issues and any appropriate consultation with Ward Members.
10. Should members wish to provide written statements/articles to the press or other media in their role as a Town Councillor then these should be agreed in the first instance by the Town Clerk, in consultation with the Mayor/respective committee member.
11. The Town Council acknowledges the right of the media to obtain information under the Freedom of Information Act and will co-operate with requests for information.
12. Statements and press releases will be circulated to all members; a record of all communications with the press and other media, including any press/media coverage will be retained.

**Michael Greenfield – Town Clerk**

*This policy will be kept up to date as the size and nature of the Council changes or as new legislation is introduced.*

*Otherwise, date of next review May/June 2024*