



# **HEMINGFORD ABBOTS PARISH COUNCIL**

## **PRESS AND MEDIA POLICY**

Hemingford Abbots Parish Council has adopted the following policy in respect of the press and media.

1. Responses to the press or media relating to matters discussed by the Parish Council shall be dealt with in the first instance by the Parish Clerk.
2. The Parish Council Chairman and in his absence the Vice-Chairman are also authorised to give the views of the Council to the press or media on any non-confidential subject discussed by the Council.
3. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting. A copy of the document shall be retained by the Clerk
4. At no time shall the personal views of either members or officers of the Council be given to the press or media in a way which could be interpreted as a view of the Council as a whole.