

WEST MOORS TOWN COUNCIL



COMMUNICATING WITH THE PRESS and MEDIA POLICY

Adopted by the Council on: 24th June 2010
Reviewed: xxx

PROCESS

When approaches are made by the Press and the Media, to the Town Council via its Councillors, these enquiries should be forwarded to the Town Clerk to address.

The Town Clerk will discuss the enquiry with the Chairman of the Council and if appropriate the Chairman of the relevant Committee before a response is provided.

If a Councillor is quoted in any information released to the press or Media, they should be consulted prior to its release.

The Chair of the Council and/or the Town Clerk if approached by the Press or the Media are empowered to provide a formal response on behalf of the Town Council and this under normal circumstances will be after consultation with each other.

Press releases are to be circulated to all Councillors prior to the general release, for information only.

REVIEW

As and when there are significant changes in the structure of the Council's publicity.

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