

Tiptree Parish Council – Media Policy

This policy relates to decisions taken at meetings of Tiptree Parish Council, including committee meetings.

1	All Parish Council meetings are open to members of the press, except where items considered of a confidential nature are to be discussed pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.
2	All direct written communication with the media must be approved at a Full Council meeting or Committee meeting.
3	Any requests made directly to individual councillors must be directed to the Clerk, unless the councillor has been given authority at a meeting to discuss the item with press.
4	When the press require an urgent comment from the Parish Council that cannot wait until the next available meeting, the Clerk shall liaise with the Chairman of the Council and the Chairman of the appropriate committee to formulate a response. In the absence of the Clerk, the Chairman of the Council will liaise directly with the press.
5	Where a councillor has been given specific authority to liaise with the press, a copy of any article submitted to the press for publication must be sent to the Clerk for retention in the office.
6	If councillors make comments or send written communication to the press in their private capacity, they are responsible for ensuring that their comments are not seen to be the opinion of the Parish Council.
7	Any councillor who communicates with the media outside of this policy will be in contravention of the Code of Conduct and may be reported to Colchester Borough Councils' Governance Committee.