

PRESS AND MEDIA POLICY

Introduction

The purpose of this policy is to guide both Councillors and Officers of the Council in their relations with the Press and Media, in such a way as to ensure the smooth running of the Council.

This policy does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with the Press and Media.

Above everything else, a Councillor must observe Hawkinge Town Council's Code of Conduct whenever he/she conducts the business of the authority, conducts the business of the office to which he/she has been elected or acts as a representative of the authority.

Town Clerk and Officers of the Council

The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council.

In the absence of the Town Clerk, media communications will be handled by the Community Development Officer.

All communications made by the Town Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council.

The Town Clerk is not expected or authorised to speculate on matters that have not been considered by the Council.

Where such questions are put to the Town Clerk the enquirer will be referred to the Mayor or a Committee Chairman as considered appropriate. No other officer of the Council, unless authorised by the Town Clerk, is permitted to speak or communicate with the Press and Media on any matter affecting the Council or its business.

Members of the Council

A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on Council or Committee agendas or at any other private briefing.

A Councillor should act with integrity at all times when representing or acting on behalf of Hawkinge Town Council.