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## **BOUGHTON UNDER BLEAN PARISH COUNCIL**

### **Media Policy**

Adopted 8th March 2017

Last review: June 2022

Next review: June 2023

## **Introduction**

1. Boughton under Blean Parish Council is committed to the provision of accurate information about its governance, decision and activities. Where this information is not available via the Council's publication scheme, please contact the Parish Clerk.
2. The Parish Council maintains a website and facebook page which act as publication schemes for the Parish Council.
3. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("media").
4. Councillors who use social media in a personal capacity, should direct any suggestions and comments made regarding the Parish Council through social media to the Clerk via email.
5. Councillors may use the parish council facebook page to advertise the work of the parish council, but not to the extent where the public can post comments on the social media platform.
6. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

## **Legal Requirements and restrictions**

7. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 2018, General Data Protection Regulation (GDPR), other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
8. The Council cannot disclose confidential information, or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

## **Meetings**

9. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
10. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.
11. The photographing, recording, filming or other reporting of a meeting of the Council and its committees which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has

- resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
12. The photographing, recording, filming or reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given written permission.
  13. Oral reporting or commentary about a Council or committee meeting by a Councillor who is not present at the meeting is not permitted.
  14. Written reporting on social media in a personal capacity about a Council or Committee meeting by a councillor who is present at the meeting is not permitted.
  15. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

#### **Other communications with the media**

16. This policy does not seek to regulate Councillors in their private capacity.
17. Members of the Parish Council approached by the media in their capacity as a Parish Councillor shall direct all enquiries to the Parish Clerk and not respond directly to any media source.
18. The Council's communication with the media seeks to represent the corporate position and views of the Council. If the views of Councillors are different to the Council's corporate position and views, they will make this clear.
19. The Parish Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.