

# Sutton Bridge Parish Council

## Policy for communicating with the Press and publishing on other media

### 1. Council Meetings

- 1.1. All Council meetings are open to the public and press except for those items discussed in closed session due to the confidential nature of the business or other special reason(s) stated in the resolution.
- 1.2. Councillors and the Clerk should be aware that any statements made during meetings (except for closed session items) may be reported.

### 2. Minutes of Meetings

- 2.1. All minutes of meetings are public legal documents and may also be quoted in the press and other media.

### 3. Public Comment

- 3.1. Members of the Parish Council accept their legal collective responsibility for all decisions taken by Council whether they personally support those decisions, or not. Members will not publicly criticise or complain about such decisions.
- 3.2. Where a Councillor or the Clerk wishes to make or publish a public comment on any matter related to the Council's business or its responsibilities, they must be sensitive to any agreed Council position and make it clear if they are speaking/writing as a Councillor or expressing a personal opinion.

### 4. Requests for Information, Comments or Quotes

- 4.1. Where information relating to Council's governance, decisions, and activities, is not available via the Council's Publication Scheme, any media requests for comments or quotes outside a Council meeting may be.
  - a. Referred to the Chairman or the Clerk for comment. The Chairman or the Clerk may even then decline to comment or give a quote.
  - b. Answered by the Councillor contacted provided he or she is comfortable in doing this. The response should reflect Council's agreed position/policy.
- 4.2. This policy does not seek to regulate Councillors in their private capacity. If a Councillor wants to make a personal comment, he or she should make it completely clear that they are not commenting for or on behalf of the Council.

### 5. Legal Requirements and Restrictions

- 5.1. The Council cannot disclose information or make comment on a subject if it is prohibited – by legislation; under the terms of a court order or contract; by common law or by Council's Standing Orders.

### 6. Website

Material is posted on the Sutton Bridge Parish Council website <https://sutton-bridge.parish.lincolnshire.gov.uk/>