

LITTLE BEALINGS PARISH COUNCIL

Press and Media Policy

Adopted by the Council at its Meeting on 11th May 2026

Introduction

1. Little Bealings Parish Council (“the Council”) is committed to the provision of accurate information in respect of its functions, decisions and actions.
2. The Council may communicate with those whose work involves gathering material for editorial publication in print, broadcast and electronic form (eg. researchers, journalists, reporters, photographers, editors of newspapers and magazines, camera or sound operators and crew of TV and radio programmes) (“the media”) to publicise its business, decisions and actions. The Council may require the media to produce a UK press card.
3. Where information is not available via the Council’s Publication Scheme the Council shall endeavour to assist the media with enquiries about the Council’s functions, decisions and actions.
4. This policy explains how the Council, its councillors and the Clerk will work with the media to meet the above objectives.

Legal Restrictions

5. This policy is subject to the Council’s statutory obligations 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 1998 and the Council’s standing orders. Relevant standing orders referenced to or explained in this policy are available via the Council’s publication scheme ie on the Council’s website at <https://littlebealings.onesuffolk.net/parish-council/protocols/>
6. The Council, its councillors and Clerk cannot disclose information which is confidential or where disclosure of information is prohibited by law. Some but not all of the relevant obligations that councillors are subject to are contained in the Council’s code of conduct, a copy of which is available via the Council’s publication scheme, ie on the Council’s website at <https://littlebealings.onesuffolk.net/parish-council/protocols/>

Meetings

7. The meetings of the Council, its committees and sub-committees are open to the public unless it is resolved that the presence of the public at the meeting is prejudicial to the public interest due to the confidential nature of the business or other reason(s) stated in the relevant resolution or if standing orders for certain sub-committees do not permit attendance of the public.
8. In accordance with standing orders, persons may be required to leave a meeting of the Council, its committees, sub-committees and joint committees if their disorderly behaviour obstructs the business of the meeting.

9. Where Council meetings include Public Participation as an item on the Agenda, the media may speak and ask questions during this item. Public participation is regulated by the Council's standing orders.
10. In advance of meetings of the Council, its committees, sub-committees and joint committees, newspapers, news agencies or organisations that collect news for sound and TV broadcast are entitled, on payment of postage or other necessary charges, to copies of the agenda and necessary supporting papers. The accredited representatives of newspapers, news agencies or organisations that collect news for sound and TV broadcast shall be given reasonable facilities for taking their report of a meeting in accordance with the Council's standing orders.

Interviews, statements and articles

11. The media shall contact the Council's Clerk if they want to:
 - a. interview councillors or the Clerk about its business decisions and actions or
 - b. obtain a verbal or written statement from the Council about its business decisions and actions and
 - c. if the Clerk is not available, the media should contact the Council's Chairman.
12. Any verbal or written statement given by the Council's Clerk (or Chairman as the case may be) to the media represents the corporate position and views of the Council, not the individual view of its councillors or the Clerk held in their official capacity.
13. An interview by the media with councillors or the Clerk in their official capacity about the Council's business, decisions and actions requires the Council's prior written consent. In any such interview, the media cannot ask about the personal views of the councillors or the Clerk in their private capacity. Councillors and staff cannot communicate their personal views about the Council's business, decisions and actions, other than the views they hold in their official capacity. Councillors and the Clerk are not permitted to misrepresent the corporate position and views of the Council, or to damage the reputation of others in the Council or the Council itself.
14. The Council's Clerk, or in their absence, the Chairman of the Council, may contact the media if the Council wants to:
 - a. give an interview, provide a verbal or written statement to the media or
 - b. publish an article using the media about its business, decisions and actions.
15. Councillors, and any other staff other than the Clerk or the Chairman of the Council in accordance with paragraph 12 above, cannot in their official capacity:
 - a. provide verbal or written statements to the media
 - b. write articles for publication using the media about the Council's business decisions and actions without the Council's prior written consent
 - c. communicate their personal views about the Council's business decisions and actions, other than the views they hold in their official capacity
 - d. misrepresent the corporate position and views of the Council
 - e. damage the reputation of others in the Council or the Council itself.
16. If councillors or any staff, in their private capacity, provide verbal or written statements or interviews to the media or write articles for publication using the media about the Council's business decisions and actions, any personal views must be clearly expressed in their private capacity and this must be made clear in the

statement or interview. **Personal views held in their official capacity must not be communicated.** Councillors are not permitted to use their title "Councillor" and staff are not permitted to use their job title in any such communication with the media.