

Dursley Town Council

Draft Media Policy – Adopted 4th August 2015.

Dursley Town Council regularly liaise with the local media both to publicise events, consultation and other matters and can be contacted on local issues to provide comments etc. This policy outlines the process and procedure for contact with the media.

- 1) In their dealings with press or public, oral or written, Councillors should not represent their personal opinions, as those of the Council.
- 2) The Clerk should be made aware of any approach by the media to any councillor, and the reason or issue under discussion.
- 3) Official announcements and statements from the Town Council will normally be made by the Town Clerk or Mayor.
- 4) Written communications or press releases by members, citing their role as Town Councillor, should be submitted to the Clerk for verification before publication.
- 5) Interviews with the media made by members, intending to cite their role as Town Councillors, should be submitted to the Clerk before the interview takes place.
- 6) If a councillor is approached by a member of the Press, and there is no opportunity to inform the office in advance, then the Clerk should be informed as soon as possible thereafter.
- 7) Written communication, press releases or interviews given by councillors, as individual, private members of the community, should not make any reference to their role of Town Councillor, nor allude to information gained thereby.
- 8) Guidance on members interaction on social media sites, both personal and business is included within the Social Media and Electronic Communications Policy.