



## FALMOUTH TOWN COUNCIL

### MEDIA POLICY

<b>Approved</b>	<b>: 18<sup>th</sup> March 2013</b>	<b>Minute C2414(2)</b>
<b>Reaffirmed</b>	<b>: 20<sup>th</sup> July 2015</b>	<b>Minute C4575</b>
<b>Reaffirmed</b>	<b>: 19<sup>th</sup> September 2016</b>	<b>Minute C4763</b>
<b>(and amended)</b>		
<b>Reaffirmed</b>	<b>: 15<sup>th</sup> May 2017</b>	<b>Minute C4861</b>
<b>Reaffirmed</b>	<b>: 17<sup>th</sup> May 2021</b>	<b>Minute C5447</b>
<b>(and amended)</b>		
<b>Reaffirmed</b>	<b>: 16<sup>th</sup> May 2022</b>	<b>Minute C5633</b>
<b>(and amended)</b>		
<b>Reaffirmed</b>	<b>: 22<sup>nd</sup> May 2023</b>	<b>Minute C5748</b>
<b>Reaffirmed</b>	<b>: 13<sup>th</sup> May 2024</b>	<b>Minute C5862</b>

Falmouth Town Council welcomes interaction with the press and media and recognises that this relationship helps to communicate to and inform residents. The Council will aim to communicate and inform in a professional manner.

The Councils approach to the media will be open, honest and with integrity. It will be proactive and endeavour to be responsive and timely.

This policy should be read in conjunction with the Members Code of Conduct and is directed by Standing Order 14.

#### Press Attendance

Under the Public Bodies and Admissions to Meetings Act 1960 the press are invited to attend all meetings of the Council and its Committees, unless there are matters to be debated that the Council recognises as exempt or confidential. The Council will apply the tests identified in Schedule 12A of the Local Government Act, 1972 (and subsequent amending legislation) to decide if matters are exempt and/or confidential. The Council will provide reasonable facilities to accommodate the press attendance at meetings and provide a notice and agenda to meetings on request.

The Press can also attend Councillor Surgeries if they wish and if acceptable to residents that attend.

Standing Order 4 directs the filming and recording of meetings.

#### Press Requests

All requests from the press or other media for an oral or written statement or comment from the Council shall be notified to and directed to the Communications Officer and Town Clerk to draft a response. A draft response to be circulated electronically to the relevant Standing Committee Chair and/or Councillor Champion for comment. It is recognised that on occasion this will be time constrained.

If Councillors are contacted directly for comment they should liaise with the Communications Officer and Town Clerk before comment.

If Councillors wish to write to, or contact the press, contrary to this policy, they should make it clear that they are not doing so in an official capacity and not use the title Councillor.

Councillors should not make statements expressing a contrary view to that of the Council as this may bring the Council in to disrepute.

### Press Statements

An official Council release is made on behalf of the Council as a body. This will be prepared and issued by the Council's Communications Officer and approved by the Town Clerk in consultation with and/or at the request of members of the Council's Senior Management Team. As appropriate it may include quotes from the Mayor or Committee Chair or other Councillors.

Press statements prepared by Committee Chairs or other Councillors must be approved by the Town Clerk, reviewed by the Communications Officer and must be directed by a Council or Committee decision, must be in accordance with Council policies, must be factual, non-political and not written to cause offence. These statements to be circulated electronically to Councillors for information/comment before release.

### Civic Matters

In regard to civic matters the Town Mayor, and Deputy Mayor in consultation with the Town Mayor, via the Mayor's Secretary will issue press statements and create photographic opportunities without recourse to the process for press statements above.

### Press Release Format

The Council will issue press releases carrying the Council logo and contact details for the issuing officer. All branding and formatting must be in accordance with the Council's agreed policy.

### Political Views

Corporate press releases will not contain political views. In respect of Councillor press statements: in election years during the period from Notice of Election until the day of Election, no quotes from Members will be published.