



## Wells City Council

### **PRESS AND MEDIA POLICY** **Document No.11**

<b>Purpose</b>	Guidance to both Councillors and Staff in the management of their interactions with the press and media
<b>Additional Papers</b>	This protocol should be read in conjunction with: Document 1 Standing Orders
<b>Monitoring Committee</b>	Finance
<b>Adopted</b>	Adopted 2012 Amended January 2017
<b>Review Date</b>	

## **Press and Media Policy**

### **Responses and Interviews**

Responses to the press relating to matters discussed by the City Council shall be dealt with in the first instance by the Town Clerk.

The Mayor, and in his/her absence the Deputy Mayor, is also authorised to give the views of the Council to the press on any non-confidential subject discussed by Council.

At no time shall the personal views of members or officers of the Council be given to the press in a way which could be interpreted as being the view of the Council as a whole.

### **Recording of Council meetings**

Recording of all meetings of the council and its committees is permitted in accordance with the Openness and Local Government Bodies Regulations 2014.

### **Press Cameras**

Any other press photography and TV cameras (live or recording) etc, for purposes other than recording a council meeting, may be permitted inside the Town Hall only by prior arrangement with the Town Clerk and the Mayor.

### **Notice boards**

Council notice boards will be used for the advertising of agendas, minutes and other council information; community notices may be displayed at the discretion of the Town Clerk.

### **Website [www.wells.gov.uk](http://www.wells.gov.uk)**

The City Council website will be used to convey information on matters of interest and latest news; it will be updated by City Council staff as authorised by the Town Clerk.

### **Website [www.VisitWellsSomerset.co.uk](http://www.VisitWellsSomerset.co.uk)**

The Visit Wells website is managed by the City Council; its purpose is to promote the city and encourage tourism; this service is provided free of charge for the benefit of the community.

Adopted 2012

Amended January 2017