



Wells City Council

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

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

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

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

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