



# Stapleford Abbotts Parish Council

## MEDIA POLICY

**Version: 1.2**

**June 2022**

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### **A Scope**

This policy applies to the Stapleford Abbotts Parish Council. Where the term ‘staff’ is used, this includes any staff (paid and voluntary) working for the Council. This policy is aimed at all Councillors and staff working for Stapleford Abbotts Parish Council.

### **B Confidential Notice & Intellectual Property**

This document and the information contained therein is the property of Stapleford Abbotts Parish Council. It must not be used by, or its contents reproduced or otherwise copied or disclosed without the prior consent, in writing, by the Council.

### **C Document Details**

<b>Policy</b>	<i>Media Policy</i>
<b>Policy Statement</b>	<i>This document sets out a Media Policy to use by Stapleford Abbotts PC</i>
<b>Version Number</b>	<i>1.2</i>
<b>Version Date</b>	<i>01/06/2022</i>
<b>Review Date</b>	<i>01/04/2022</i>
<b>Author</b>	<i>SAPC</i>
<b>Responsible Owner</b>	<i>Stapleford Abbotts Parish Council</i>
<b>Approving Body</b>	<i>Stapleford Abbotts Parish Council</i>

## **D                      Revision History**

<b>Version</b>	<b>Revision Date</b>	<b>Details of Changes</b>	<b>Author</b>
1.0	03/09/2019	First version	SAPC
1.1	01/06/2021	Second version	SAPC
1.1	01/06/2022	Current version	SAPC

## **E                      Freedom of Information**

If requested, this document may be made available to the public and persons outside the Council as part of Stapleford Abbots Parish Council's commitment to transparency and compliance with the Freedom of Information Act.

## **F                      Accessibility**

This document can be made available in other styles, formats, sizes, languages and media in order to enable anyone who is interested in its content to have the opportunity to read and understand it. Any such requests should be made to the Clerk.

## **G                      Dissemination**

This policy will be disseminated to all staff. All staff will have to read this policy at publication and every time there is an update or change to the policy. The Stapleford Abbots Parish Councillors will have the overall responsibility for implementing the policy.

## **H                      Review**

This policy will be reviewed every year or when new evidence, policy or guidelines come to light necessitating an update / change. The policy review and update will be the responsibility of the Stapleford Abbots Parish Council.

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1. Stapleford Abbots Parish Council (“the Council”) is committed to providing accurate information about its governance, decisions and activities. Where this information is not available via the council’s publication scheme, please contact the Parish Clerk, or in their absence the Chair of the council.
2. The Council shall, where possible co-operate with those whose work involves gathering material for publication, including for the internet (“the Media”)
3. This policy explains how the Council may work with the Media to meet the above in accordance with the legal requirements and restrictions that apply.

### **Legal Requirement and Restrictions**

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (admissions to meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, and the Data Protection Act 1998, other legislation which may apply and the Council’s standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if it is prohibited under the terms of a court order, by legislation, the Council’s Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication Scheme.

### **Meetings**

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the council’s standing orders,  
persons may be required to leave a meeting of the Council and its committees,  
if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council’s standing orders.
8. The photographing, recording, filming or other reporting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless

- a. The meeting has resolved to hold all or part of the meeting without the public present or
  - b. Such activities disrupt the proceedings or
  - c. Paragraphs 9 & 10 below apply.
- 9. Photography, filming and recording or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
- 10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
- 11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
- 12. The council's standing orders will confirm if attendance of the public, their participation, photography, recording, filming or other reporting is permitted at a meeting of a sub-committee.

### **Other Communications with the Media**

- 13. This policy does not seek to regulate councillors in their private capacity
- 14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of the councillors are different to the Council's corporate position and views, they will make this clear.
- 15. The Council's Clerk, or in their absence the Chair of the Council, may contact the media if the Council wants to provide information, a statement or other material available about the Council.
- 16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their positions and views

### **Contact Details**

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