**Bampton Parish Council Media Policy**

We have a responsibility to be open and responsive to information requests from the press because the media are among the many ways our parishioners and stakeholders build their individual perceptions of us.

*Scope*

This policy exists to assure that information disclosed by Bampton Parish Council is timely, accurate, comprehensive, authoritative and relevant. It applies to all employees and members of the Council and covers all external news media including broadcast, electronic and print.

*The Policy*

In general all communications to the media should be channelled through the Chairman or the Clerk. However, an individual other than them may be asked to be a spokesperson on a particular issue due to their knowledge, experience and expertise. If you receive a call from the media be courteous and ask them to contact the Clerk. Then contact the Clerk to inform her that a call may be coming so a response can be prepared. Do not let a reporter compel you to answer questions on the spot.

*Guidelines for Seeking Media Coverage*

In circumstances in which you believe you have a positive news story to share with the public do not contact a reported director but consult with the Clerk and/or the Chairman. They will then work with you to gather information and determine if and how the news media should be contacted.

Signed by the Chairman on 8th March 2017