

## **Bubbenhall Parish Council - Media Policy**

The Clerk is the first port of call for all officer-related media enquiries. Where appropriate the Clerk to respond to all calls and arrange interviews with members and officers.

The media policy is to be

- Open
- Transparent
- Honest
- Proactive and assertive
- Helpful to the media in facilitating photograph opportunities, interview and other reasonable requests

The Clerk and members will:

- Promote the reputation of the organisation
- Respond quickly and effectively to media enquiries
- Respect the confidential nature of information which is retained by the Parish Council on individual cases or other matters which are officially specified as confidential.