

SANDHURST TOWN COUNCIL	
Press and Media Policy	
Approved: 9th May 2018	Review: May 2020

Communications with the Press and Public

- Press Releases will be sent to the LGA Media Team for them to release and publicise accordingly. Requests will only be accepted by the LGA from the Executive Officer.
- The LGA Media Team have instructed that they will handle all publications and have requested that Councillors do not release any articles independently. This includes articles for local magazines.
- Spokespeople will be nominated to represent the Council in interviews should the need arise. This will be decided according to experience and knowledge of the subject.
- The Executive Officer will clear all press reports, or comments to the media, with the Chairman of the Town Council (Mayor of Sandhurst) or the Chairman of the relevant committee.
- Press reports from the council, its committees or working parties are from the Executive Officer or their Deputy, or via the reporter's own attendance at a meeting in accordance with the separate 'Protocol for Reporting at Meetings'.
- Unless a Councillor has been authorised by the town council or a committee or sub-committee to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.
- The details of our press office will be displayed on the STC website.

Contact details:

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