



## **Press & Media Policy**

All meetings of Market Weighton Town Council and its Committees are open to the Press/Media where they can contribute during the Open Forum session. The exception to this is where a resolution is passed under The Public Bodies (Admission to Meetings) Act 1960, when such a meeting is closed to members of the public and press for the discussion of matter of a confidential nature.

Copies of approved minutes can be requested by the Press/Media via the Town Clerk. All requests should be made in writing. Minutes are also available to download from the Town Council's website [www.marketweightontowncouncil.gov.uk](http://www.marketweightontowncouncil.gov.uk)

Freedom of Information requests must be referred to the Town Clerk who will deal with them within the prescribed time limits. If the Clerk feels this is appropriate, she will ask the Town Mayor to convene a meeting to discuss the request.

Verbal enquiries seeking a Town Council view should be made to the Town Clerk. The Town Clerk will then contact the Town Mayor if a verbal response is requested, and the Town Mayor will deal with the enquiry.

Interviews should normally only be undertaken by the Town Mayor, or in his absence, the Deputy Mayor, after they have cleared any legal matters with the Clerk. Interviews should be confined to minuted business.

If Councillors give Press/Media interviews as individuals, they should state this fact, and ensure that any publication is monitored, and corrective text issued if the interview suggests that their comments are Town Council Policy.

Councillors are free to express personal opinions on matters in the public domain by letter, email, blog or social media as long as it clearly states that the opinions are personal and not indicative of Council policy.