

## **Barton Mills Parish Council**

### **Media Policy**

#### **Policy on dealing with the Press/Media**

1. On receiving a contact from the press/media, the clerk or councillor will refer the enquiry to the councillor with the most appropriate responsibility, taking into account the likely availability of that councillor to speak to the press/media.
2. All contacts with the press/media concerning matters relating to the Parish Council will be reported to the council at its next meeting.

#### **Complaints procedure**

1. All complaints will be passed on to the chairman of the council or if the matter is a complaint against the chairman, the vice-chairman.
2. The chairman or vice-chairman will investigate the complaint in consultation with the clerk.
3. The matter will be reported to the next council meeting and the council will determine what further action, if any, is to be taken.