

Risley Parish Council - Handling Requests from the Media

1. All requests from the media should be directed to the Clerk, or in his absence to the Chairman, and in his absence to the Vice-chairman.
2. The Clerk will pass the request to the Chairman, or in his absence the Vice-chairman, to agree a response.
3. Unusual requests can be referred to the Council for a decision. If speed is the essence, the Clerk and/or Chairman can contact Councillors by telephone, email or face to face, for their opinion, and so arrive at a decision.
4. Unless agreed otherwise, the Clerk will reply to the media.
5. Under no circumstances can Councillors or Clerk reply directly to the media **on behalf of Risley Parish Council**, unless specifically authorised to do so by the Chairman, or Vice-chairman in his absence.

Adopted 13 February 2014, Minute 13-200