

BRANDON TOWN COUNCIL

Communications Policy

1. The Town Clerk is the point of contact and solely responsible for the handling of all Brandon Town Council correspondence and information, therefore all correspondence and information, whether incoming or outgoing, should be addressed through the Town Clerk.
2. All press and media reports must be issued from the Town Clerk or be the result of a reporter's personal attendance.
3. If approached by the press, a member of the public, or any other agency, Councillors and Council staff who make any comment must clarify that it is their own personal view and not that of Brandon Town Council.
4. Any press or media report on behalf of Brandon Town Council must have the approval of the full Council, by majority decision.
5. All communication, whether email or telephone, should be kept to a minimum.
6. Councillors should acknowledge their emails when requested to do so.

This policy should be read in conjunction with the latest version of Standing Orders.