



Hythe Town Council  
Oaklands, Stade Street, Hythe, CT21 6BG

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## PRESS AND MEDIA POLICY

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[WWW.HYTHERTC.GOV.UK/POLICIES/GDPR](http://WWW.HYTHERTC.GOV.UK/POLICIES/GDPR)

This Policy was adopted by the Council at its meeting held on: 01 February 2018

Minute 306/17

This Policy was reviewed and ratified by the Council at its meeting held on: 04 March 2021

Minute 277/20

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,  
KENT. CT21 6BG



## **Introduction**

The purpose of this policy is to guide both Councillors and Officers of the Council in their relations with the Press and Media, in such a way as to ensure the smooth running of the Council. This policy does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with the Press and Media.

Above everything else, a Councillor must observe Hythe Town Council's Code of Conduct whenever he/she conducts business of authority or office to which he/she has been elected or acts as a representative of the Council.

## **Town Clerk and Officers of the Council**

The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council. In the absence of the Town Clerk media communications will be conducted by the Town Mayor.

All communications made by the Town Clerk will relate to the stated business and day-to-day management of the activities or adopted policy of the Council. The Town Clerk is not expected or authorised to speculate on matters that have not been considered by the Council.

Where such questions are put to the Town Clerk the enquirer will be referred to the Mayor or a Committee Chairman as considered appropriate. No other officer of the Council, unless authorised by the Town Clerk, is permitted to speak or communicate with the Press and Media on any matter affecting the Council or its business.

## **Members of the Council**

A Councillor must not disclose information that is of a confidential nature.

This includes any discussion with the press on any matter which has been discussed during Council or Committee agendas, or at any other private briefing.

A Councillor should always act with integrity when representing or acting on behalf of Hythe Town Council.

