



BISHOPSTOKE PARISH COUNCIL

NEWS RELEASE PROCEDURE

**This News Release Procedure was adopted
by the Full Council at its meeting on 14 March 2023**

**D Wheal
Clerk to Bishopstoke Parish Council**

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Amendment Sheet

Amendment No.	Date Incorporated	Subject
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NEWS RELEASE PROCEDURE

1 Standard News Release

- 1.1** Bishopstoke Parish Council agrees the content of its regular news release at each Full Parish Council meeting. As these meetings are only six times per year there may well be times when a news release is required or desired outside of this schedule. This procedure outlines the process for doing so.

2 Panel

- 2.1** Unscheduled news releases can be requested by any Committee, Working Group, Councillor or Officer. All requests will be considered by a panel made of the Chair of the Council, the Lead Member of the Communications Group and the Clerk. Provided at least two of those three are in agreement then a news release will be drafted.

3 Content

- 3.1** The initial content will be drafted by the Clerk, potentially including information provided by the person requesting the news release. This will be refined by the Communications Working Group via email until a final version is ready for approval from the panel. The final version will also be sent to the original requestor for comment.

4 Release

- 4.1** The news release will then be sent out as quickly as possible to all the usual recipients.