

# Hauxton Parish Council

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Chair  
Mrs Jane Ward  
01223 870930

Clerk  
Mr John Hammond  
01223 872680

**Hauxton Parish Council**  
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## **Media Policy**

All media requests will be dealt with promptly. The council will try to provide a minimum of a written statement within a reasonable deadline.

All requests for parish council information by the media should go to the Clerk and/or parish council Chair. Any other Councilor receiving a request should inform the Clerk and Chair immediately.

The Chair may act as spokesman to reflect the parish council's view.

The Clerk may act as spokesperson on statements of fact only – not opinion.

The Clerk will prepare lines to take if any issues arise which will be agreed in advance with the Council Chair.

If a parish Councilor is being asked for information in another capacity eg District Councilor or as an individual – they should specify who they are speaking on behalf of.

Requests for information under FOI will be treated under FOI legislation. Requests may be turned down if they cannot be justified on grounds of cost (clerk's time), time (no-one being available) or for being vexatious (see separate policy on vexatious correspondence).

(This policy was reviewed in May 2016 and remains unchanged from that agreed in Jan 2012 other than the reference to a separate vexatious correspondence policy)