



## **Boughton-under-Blean Village Hall Management Committee**

### **Media Policy**

**Adopted 5<sup>th</sup> June 2019**

**Reviewed: 6<sup>th</sup> April 2022**

**Next Review: April 2023**

#### **Introduction**

1. Boughton-under-Blean Village Hall Management Committee is committed to the provision of accurate information about its management, Trusteeship and its activities. Where this information is not available please contact the Chair.
2. The Committee shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“media”).
3. This policy explains how the Committee may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

#### **Legal Requirements and restrictions**

4. This policy is subject to the obligations which are set out in the Charity Commission, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Charity’s standing orders and financial regulations. The Charity’s financial regulations and relevant standing orders referenced in this policy are available via the Charity’s publication scheme.
5. The Committee cannot disclose confidential information or information the disclosure of which is prohibited by law. The Committee cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Committee’s standing orders, under contract or by common law.
6. A meeting of the Committee is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Committee’s standing orders, persons may be required to leave a meeting of the Committee, if their disorderly behaviour obstructs the business of the meeting.



7. Where a meeting of the Committee includes an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Charity's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Charity and its committees which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or reporting of a child or vulnerable adult at a committee meeting is not permitted unless an adult responsible for them has given written permission.

10. Oral reporting or commentary during a committee meeting by a person who is present at the meeting to someone who is not in attendance is not permitted.

11. Written reporting on social media (e.g. Facebook, Twitter) about a committee meeting by a committee member who is present at the meeting is not permitted.

12. The Village Hall maintains a website which acts as a publication scheme for the Charity.

13. The Charity's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

#### **Other communications with the media**

14. This policy does not seek to regulate members in their private capacity.

15. The Charity's communication with the media seeks to represent the corporate position and views of the Charity. If the views of members are different to the Charity's corporate position and views, they will make this clear.

16. The Chair may contact the media if the Charity wants to provide information, a statement or other material about its operations.