

1) Relations with the press/media

- I. All statements to the press or other media, oral or written, on behalf of HPC shall only be given by the Chair or with his knowledge and permission, or in his absence, the Vice Chair.
- II. It is recommended that where such statements are given, they should if possible be written with a record kept of the statement.
- III. The press shall be acquainted of all HPC meetings.

2) Liaison with Borough and other external Councillors

- I. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of Darlington Borough Council, who are representing Hurworth Parish wards.
- II. Unless the Council otherwise orders, a copy of the Minutes of Meetings shall be sent to the Councillors of Darlington Borough Council, who are representing Hurworth Parish wards.
- III. The councillors representing Darlington Borough Council will be allowed to speak at the normal Parish Council Meetings.

3) Other Bodies

- I. Representatives of other bodies may be invited to attend Parish Council Meetings. Such invitations shall be at the instruction of the Chair, and issued and arranged by the Clerk.
- II. Representatives of other bodies may be allowed to make presentations to the Parish Council, provided prior arrangements have been made, and the item and topic details are on the Meeting Agenda.
- III. The time allotted to representatives from invited guest/ bodies, shall be determined by the Chair.
- IV. The public shall be allowed to listen to visiting bodies, unless the meeting has been previously been deemed to be held in camera.

4) Web Site

A web site shall be run by the Chair/Clerk or their designated appointee, the content to be controlled by the Chair/Clerk. The web site is to contain all matters relating to HPC except any that are deemed to be of a sensitive nature. The web site should also act as a proactive interface with the Parish.

5) Newsletter

HPC shall produce a quarterly Newsletter in line with Quality Council requirements. An editor(s) shall be appointed by the Council who shall ensure that all items for publication are approved by the Chair.

6) Notice Boards

There are three notice boards in the Parish for the use of the Clerk. These are situated;

- i) Beside the Parish office.
- ii) On the Green
- iii) Next to the Comet.