

WOLVEY PARISH COUNCIL

Adopted on 20th February 2012

Newsletter Policy

Aims:

To raise awareness of the Parish Council.
To disseminate information about the Council to all households.
To meet and exceed Quality Parish Status.

1) Name

'Wolvey Parish Council Newsletter – our community connection.'

2) Frequency of Publication and Distribution

a) An issue will be published quarterly and delivered to all households, including Bramcote Barracks.

b) Distribution will be both on website and by hand.

3) Financing

a) The newsletter is free to all residents.

b) All publication costs are borne by the PC.

4) Management, Structure and Roles

a) The newsletter is managed by an **editorial team**.

b) The editorial team has the final word on the contents of all articles in the newsletter. Any changes to submitted articles will be agreed with the originating author, who in the event of a disagreement has the right to withdraw the article.

c) The **editorial team** of **3** must consist of the clerk and councillors assembled by nomination, voting or volunteering and verified by the PC to ensure their authority.

The team consists of:

1 editor – collates all articles, photos, illustrations etc and checks for legality, suitability and length.

2 sub editors – support the editor in assessing and editing submitted articles.

d) Additional assistance could be necessary in the form of

- **proof reader** - scrutinises the text for grammatical and syntax errors and if necessary suggests improvements.

- **layout designer** – collates and lays out edited articles ready for publication.

5) Form and Design

- a) The newsletter is printed on folded A3 paper, constituting 4 sides of A4, allowing for inserts and extensions if deemed absolutely necessary by the editorial team.
- b) The paper used is better quality 100 gsm silk /laser paper, which is purchased by the Parish Clerk and supplied to the printer.
- c) Submitted articles should be between 250 and 300 words
- d) A house style is established and developed.
- e) The layout and design are decided by the layout designer with the editorial team.

6) Content

- a) All issues must contain the QPS logo as well as routine information about the Council ie. names and contact details of clerk and councillors, dates of meetings and information on significant council resolutions.
Also included will be important information from other statutory bodies eg Rugby BC, Warwickshire County Council and the Police.
- b) Items in the newsletter should primarily promote and inform the residents about the functions of the Parish Council and any initiatives or projects it is linked to directly.
- c) Items on other topics will only be included if there is space and if they are considered appropriate by the editorial team.
- d) There is no restriction on who can submit an article for possible inclusion in the newsletter but articles submitted by the clerk and councillors in their roles as councillors, will always have priority.
- e) To ensure that village groups and organisations are aware that they can submit an article for possible inclusion in the newsletter, a small statement, informing residents of that fact will be periodically included in the newsletter.
- f) Articles by councillors, written as councillors, included in the newsletter should be done so anonymously to avoid accusations of campaigning.
- g) If any articles are included in the newsletter by other groups and organisations, they should name the author and their role in that group or organisation.
- h) All articles submitted for publication are subject to scrutiny by the editorial team
- i) A copy of the final draft of the newsletter will be emailed to all councillors for perusal. Any comments should be with the editor within 24hrs.