

WOLVEY PARISH COUNCIL

Newsletter Policy

First adopted on 20 February 2012

Aims:

To raise awareness of the Parish Council.

To disseminate information about the Council to all households.

To meet and exceed Foundation 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, excluding 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 a minimum 2 must consist of the clerk and one lead councillor 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

The Clerk - suggests topics for inclusion, checks for legality and suitability.

Additional assistance could be necessary in the form of

- proof reader - who scrutinises the text for grammatical and syntax errors and where necessary suggests improvements.

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

A member can have more than one responsibility.

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.
- 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) A house style is established and developed.

6) Content

- a) All issues must contain the Foundation Status 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, or invited to.
- c) Items on other topics will only be included if there is space and if they are considered appropriate.
- d) Articles by councillors, written as councillors, included in the newsletter should be done so anonymously to avoid accusations of campaigning.
- e) 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.

Approved by Wolvey Parish Council on 20th July, 2015