Barkham Parish Council



Village Info Editorial Policy

V1.0

**Background**

1. Barkham Parish has a Newsletter called ‘Village INFO’ which is produced several times a year by a volunteer Editor and funded by the Parish Council. The Editor together with the Parish Clerk coordinate the production, printing and delivery of this free publication to every household in the parish.

2. The Newsletter is commercially printed and the cost of producing it is met by Barkham Parish Council. The Newsletter may also contain approved commercial advertising, which the Council may charge for to help cover costs.

**Aims**

3. The aims of Village INFO are to provide a record of life and a service to the local community by:

• Publishing Parish Council matters e.g. Meeting dates and the progression of issues

• Supplying information regarding future local events and activities

• Providing information about past local events and activities

• Encouraging an exchange of views on local issues in a positive and constructive manner

• Providing local community groups and clubs a forum for reporting on their activities, promote future events and recruiting new members

• Giving residents an opportunity to acknowledge family events and thank others publicly.

4. The views expressed in the Newsletter are not necessarily those of the Parish Council or the Editorial Team, they are included in the interests of free speech.

**Editorial Policy**

5. All items submitted will be considered for inclusion in the Village INFO. Items should be emailed to the Parish Clerk at clerk@barkham-parishcouncil.org.uk and are included entirely at the discretion of the Editor taking into account the Barkham Parish Council Data Protection Policies.

6. When deciding whether to publish an item, the following principles will be applied:

• The Editor has the right to edit or refuse to print any item submitted.

• The Editor will not accept items of any political nature. Items of a controversial nature cannot be presented in a way that could be construed as giving support to a political party.

• No charge is made for inclusion of an appropriately sized news item within the existing pages.

• The Council will require reimbursement of printing and collation costs for features or articles to be distributed as an accompaniment to the Newsletter.

• It is the responsibility of the potential contributor to submit an item before the publication deadline, which can be obtained from the Parish Clerk.

• Current contact details should be included with each item to provide further information for readers, if desired.

• A contributor will be required to provide written consent to publish the personal information of individual referred to in the article.

• Anonymous items will only be considered where the author has supplied their full name and contact details with their contribution and has requested that these are withheld.

• Before printing a critical item, the Editor reserves the right to approach the criticised person or group and offer an opportunity to reply, where possible in the same issue of the Newsletter; where appropriate, the Editor may hold over the critical item to the following issue or publish without a reply.

• Any contributions which may cause concern, or if there is any doubt, the Editor must consult the Parish Clerk on the legality and the suitability of the contributions.

• The Council and Editor cannot accept any liability for omissions, errors or mistakes which occur in production.

• The Council and Editor cannot be liable for any loss or damage occasioned by the total or partial failure of publication or distribution of the Village INFO.

• By submitting articles for publication, a contributor is also giving permission for them to appear on the Parish Council website and social media channels.

• Submission of a contribution shall be taken as an acceptance of the above Conditions.

7. The Editor will forward a copy of the submitted Newsletter to the Parish Clerk for the Council archives.

**Newsletter Volunteers**

8. In accordance with HMRC regulations, a Volunteer cannot be paid for the time they give as Editor, Deputy or distributor of the Village INFO.

9. Volunteers can claim reasonable expenses (e.g. printing) providing prior approval has been granted in writing by the Council. All claims must be supported by receipts or documented records.

**Editorial Team**

10. Details of the Editorial Team can be found on the Barkham Parish Council website or in the latest Newsletter.

Signed and Dated: ………………………………………….

Name of Chairman: ………………………………………...