



Newsletter Policy

Adopted by Marden Parish Council on: 29th March 2016

Reviewed on: 12th June 2018 / 11th June 2019 / June 2020 / 20th November 2020 / 6th April 2021 / 8th March 2022 / April 2023 / 12th March 2024

Review date: March 2025

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

www.mardenkent-pc.gov.uk

Email: clerk@mardenkent-pc.gov.uk

Marden Parish Council Newsletter Policy

MARDEN PARISH COUNCIL

NEWSLETTER POLICY

The Marden Parish Council newsletter is produced three times a year and is intended to keep residents of Marden updated with information about Parish Council activities and other items of general interest about the community.

The newsletter is delivered by Cllrs and volunteers by hand to households within the village and posted to residents living in the more rural parts of the Parish.

The newsletter print and postage costs are paid for out of Parish Council funds for which a budget is set each year. The newsletter production is done in house by the Deputy Clerk.

Producing and Publishing Newsletters

One Cllr is appointed as Newsletter editor, together with a substitute. Relevant information is gathered and put into a word document in readiness to circulate to all Cllrs and Clerks. Photos are sent separately and location of these indicated in the document. Once all Cllrs have viewed the first draft the Clerk amends the word document for Cllrs to view once more prior to the newsletter being converted for publication. The word document is then transferred over to newsletter format together with inclusion of any photos – The Deputy Clerk is given delegated powers to decide on what photos are to be included and on editing any organisation reports. The first draft of the completed newsletter is sent to the Chairman and Newsletter editor and following any amendments this is sent to print. As at February 2022 2,400 are printed – this will be reviewed if any future developments are built.

Photos

The Deputy Clerk to keep a photo library for use in future newsletters. Photos from Cllrs and residents are welcomed and should be forwarded to the Deputy Clerk (deputyclerk@mardenkent-pc.gov.uk). Permission to be obtained before use.

Organisation Reports/Flyers

The newsletter is generally printed in A5 booklet form and the Parish Council will always endeavour to include short items i.e. no more than half a column (maximum 200 words), from village community organisations. If village community organisations want more space then they need to produce a separate page to be inserted into the newsletter, at their own cost.

The request for insertion into the newsletter or a flyer must be made in writing to the Parish Clerk no later than three weeks prior to the newsletter being sent to print (dates available from the Deputy Clerk). A copy of the proposed insert to also be included – *The Deputy Clerk, MPC Chairman and Newsletter editor proofread the document and the Parish Council retains the right to refuse to accept the insert or ask for amendments to be made.*

Where the Parish Council accepts such an insert it will be on the basis that it is ready by the date specified by the Deputy Clerk and that the community organisation agrees, in writing, to assist with inserting the flyers in the time frame specified by the Deputy Clerk and delivery of the newsletters.

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