

# *Great Finborough Parish Council*

## **EDITORIAL POLICY FOR THE GREAT FINBOROUGH PARISH NEWSLETTER**

### **Overall Aim:**

The Great Finborough village newsletter is a Parish Council publication, paid for by the Parish Council and subsidised through the inclusion of advertising. The primary aim of the newsletter is to inform and engage villagers by providing timely and relevant information about local events, news, and positive community messages. The newsletter should foster a sense of community spirit and unity among residents.

### **Guidance for Editor:**

Editorial guidance is provided for the Editor of the newsletter, given the status of the publication and to protect all those involved in the publication and approval of the content. The editor is responsible to the Chairman of the Great Finborough Parish Council, for the production of the newsletter, in a format suitable for printing; see additional guidance.

The editor will maintain and monitor an email address to collate contributions to the newsletter from village residents and other local advertisers and contributors, in order to meet the agreed timetable for approval of the draft publication and printing. The following guidance is produced to maintain the high regard that the newsletter has in the local community and protect the editor, the Parish Council and all contributors from any accusation of bias or factual inaccuracy. The editor is encouraged to innovate and alter the content of the newsletter within the guidelines provided below:

1. **Objectivity and Accuracy:** Ensure all content is factually accurate, unbiased, and free from personal opinions or agendas. Verify information from reliable sources if required before publication.
2. **Inclusivity and tone:** Represent diverse viewpoints and community voices in articles and letters to the editor to reflect the varied perspectives within the village. Maintain a positive and uplifting tone throughout the newsletter to inspire community pride and cohesion.
3. **Respectful Discourse:** Encourage constructive dialogue in letters to the editor while ensuring respectful communication and avoiding inflammatory language or personal attacks.
4. **Planning applications:** Avoid mentioning specific planning applications in detail; only include notifications of meetings and basic facts related to any application without expressing support or opposition; this includes letters to the editor.
5. **Letters to the Editor:** There may be occasions when residents write letters to the editor for publication. If letters to the editor are included, the following guidelines for this section should be recognised. No anonymous letters will be printed; however names and/or addresses will be withheld at the discretion of the Editor. Only letters that express opinions respectfully and unlikely to cause offence will be printed. Replies to earlier letters, expressing contrary opinions are acceptable; however, it is important that any disagreement does not become personal or disrespectful.

6. **Approval Process:** The final approval of the newsletter will be done by the parish council chairman. All letters to the editor, including those not published, must be shown to the chairman for review.
7. **Production Timeline:** The editor must produce a draft of the newsletter at least 3 days before the printing deadline to allow for review and revisions.

By following these guidelines, the editor can ensure that the village newsletter maintains its integrity, promotes community engagement, upholds standards of transparency, and provides valuable information while fostering a sense of community cohesion.