

# HOLME VALLEY PARISH COUNCIL



## Newsletter and Website – Guidelines

The primary purpose of the Newsletter and Website is to inform the people of the Holme Valley of the activities of the Parish Council, and to invite feedback from them.

It follows that the Newsletter and Website should report solely on the initiatives and activities of the Parish Council, or those in which the Council is involved in co-operation and co-ordination with other organisations or groups. It aims to encourage communication and partnership with the people and communities of the Holme Valley, along with their elected and charitable organisations.

Activities in which the Council is involved in partnership with other Councils or local organisations may be reported in the Newsletter or posted on the Website, from the Parish Council's viewpoint. The Committee may wish to include information from organisations, clubs and associations which have connections to the Council, e.g. organisations to which the Council appoints a representative. All information supplied by such external organisations would have to be approved by the Editorial Committee of the Council, and its inclusion would be considered case by case.

Articles from other external organisations will not normally be included in the Newsletter or Website if they have not involved any participation of the Council.

The Newsletter must not be party political. Its editorial stance must be independent. For example, Members should be referred to as representing a particular Ward and their addresses or telephone numbers may be included, but there should be no reference to any political party. This will apply equally to the Website.

Any articles Members may contribute should not be party political, and it must be made clear whether the opinions expressed are personal, or the Council's views, as debated and resolved by the Council as a corporate body.

Where Members of the Council are also members of other Valley based organisations, they should ensure that any articles they may contribute to the Newsletter or Website reflect the views of the Council, rather than the views of those other organisations.

Any photographs appearing in the Newsletter or posted on the Website should be taken and provided by the Council. Photographs taken by an individual, or provided by other organisations, will only be used with the permission of the contributor, and by express agreement of the Editor.

Before publication of any photograph including children or young people under 18 years of age, permission must be obtained from the parents or guardians, as per advised best practice.

Reviewed by Publications and Communications 1/10/12 (Minute No. 12 29(3)); approved and adopted by Council 22/10/12 Minute No. 12 118(2); re-adopted 20 May 2013.