



Editorial Policy for the Parish Newsletter

Thurston Parish Council

Policy Approved: Policy & Resources Committee 29 July 2026

Presented to Council: Full Council Meeting 5 August 2026

Review Body: Policy & Resources Committee

Review Period: Annually or following legislative changes.

Next Review: Policy & Resources Committee February 2027

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

Policy Intention

The title of the newsletter is Thurston Newsletter.

Production of the newsletter is under the control of the Newsletter Editor and the Responsible Financial Officer to the Parish Council.

There is no charge to the public for the newsletter, and a copy is delivered free to all dwellings in Thurston.

The cost of the production of the newsletter is funded from advertising revenue and the public purse (CIL funds).

Additional copies are available to view in the Parish Council Office, Thurston Community Library, Thurst Café (at the New Green Centre) and may be collected from St Peter's Church porch, the post office on Barton Road and All Homes Agency.

Principles of Editorial Copy

The principles of the community newsletter are designed to foster engagement and build strong connections with the community.

The Thurston newsletter is to be seen as a valuable tool allowing all from within the village to share updates, news and relevant information with the community.

The newsletter will provide a mixture of informative and relevant content. This may include updates on community events, member spotlights, local government news, tips and resources.

~~The Parish Council and Church pages will take precedence over other articles.~~

Events inside the parish boundary will have precedence over outside events.

No anonymous articles submitted will be printed; ~~however names and/or addresses will be withheld at the discretion of the Editor.~~

Allowance will be made for inserts to be included, free of charge, under the following circumstances:

- Those produced by clubs or societies that are supported by the Parish Council ~~and Parochial Church Council~~ – *limited to one half page*. Thereafter a reduced rate will be offered with the cost being paid by the club or society providing the insert – *further details available from the Editor*.
- Those produced by or on behalf of charities that are located within the Thurston Newsletter distribution area – *limited to one half page*. Thereafter a reduced rate will be offered with the cost being paid by the charity providing the insert – *further details available from the Editor*.
- Factual information on matters that affect the parish.
- Articles that provide topical or relevant information of interest to those in the parish.
- The Church and Library pages will be limited to three in total.

The inclusion of an insert (copy and size) will be agreed in principle by the Editor. Where there is room, such copy will be produced otherwise the Editor will reduce copy in size as they see fit.

We reserve the right to refuse copy without reason. The Parish Council Chair, Responsible Financial Officer to the Council and the Editor (the Editorial Team) and ~~Vicar of St Peter's Church, as mediators~~, reserve the right to have the final say on the refusal of any editorial copy from third parties without reason.

Deadlines

- The deadline for all copy will be 5.00pm on the 14th of the preceding month of publication at the latest.
- Copy is to be with the printers by 5.00pm on the 15th of the preceding month of publication.
- For each month all associated with the production of the newsletter will be given target dates as agreed between the printers and the Responsible Financial Officer to take into account weekends thereby ensuring the newsletter is produced in a timely manner.
- Target dates will include:
 - Date copy is to be with printers
 - Date proof copy is to be provided
 - Date by which proof approval is to be provided
 - Date on which printing will commence
 - Date by which the newsletter will be delivered.
- The Responsible Financial Officer will ensure that the printers are provide with an order number to allow the newsletter to move to final production.
- Newsletter to be printed, finished and delivered to the Delivery team by 2nd of the month of publication.
- Articles must be submitted by email to: thurstonnewsletter@gmail.com

Production

The Editor will forward documentation to the printer (currently Gipping Press) by the due date.

The printers will send an email draft copy of the proof to the Editor and the Responsible Financial Officer.

In turn this will be sent to the proof-reading panel (currently three plus the Editor, Responsible Financial Officer and the Parish Clerk) for checking.

All comments will be incorporated as appropriate, and the collated feedback submitted to the printers by the Newsletter Editor.

Changes to the proof copy, will be communicated to the printer by the Editor or in her absence the Responsible Financial Officer.

Village Website

Events & activities, advertised in the newsletter, are offered a free line entry onto the village website: <https://thurstonparishcouncil.gov.uk>

Local businesses, clubs and organisations are also offered an entry, free of charge, within the relevant section of the website.

Disclaimer

Acceptance of copy does not imply endorsement of new events or matters being promoted by the Parish Council ~~or the Parochial Church Council~~.

All items are deemed to be correct (as far as we could ascertain) when going to print.

The respective organisers for any events being organised should be contacted for any clarification required.

Conflict of interest

The Councils' officers and members are required to declare in advance if they have any personal interests, involvement or conflicts of interest and will take no part in the consideration of editorial content with that particular organisation.