



Heybridge Parish Council

HEYBRIDGE HERALD PUBLICATION GUIDLINES AND PRINCIPLES

The five main reasons for publishing the Heybridge Herald are as follows:-

- 1 To distribute information about the Parish Council, its activities and to publish contact details of its Councillors and Clerk.**
- 2 To provide information as to what's on around and about Heybridge and Heybridge Basin.**
- 3 To furnish information relevant to people living in Heybridge and Heybridge Basin.**
- 4 To provide information on forth coming events such as the Fete, Remembrance Sunday, Council meetings, Planning Committee meetings etc.**
- 5 To comply with EALC requirements if we decide to enter Local Council Award Scheme at a later stage.**

The criteria for editing the Heybridge Herald are as follows:-

- 1 All members to contribute articles.**
- 2 Councillor contact details to be published with the exception of private telephone numbers. The only telephone number to be published would be the office number.**
- 3 Plantation main hall, meetings rooms and playing field hire rates to be published.**
- 4 Publish Bus Service 288 timetable.**
- 5 All articles for publication must be authorised by the Chairman and Vice-Chairman of the Council.**

6 Final draft must be proof read by the Clerk.

7 No Advertising

8 No political biased articles

9 The target is for 4 editions per municipal year depending on budgetary requirements and with each edition consisting of 3800 copies.

Winter edition = January

Spring edition = April

Summer edition = July

Autumn edition = October

10 Printers and distribution costs to be sought locally (Blackwater Printing, Stock Chase)

11 Distribution as per previous editions, please refer to the Clerk.