



# Heybridge Parish Council

## HEYBRIDGE HERALD PUBLICATION GUIDLINES AND PRINCIPLES

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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 Festival, Remembrance Sunday, Council meetings, Planning Committee meetings etc.
- 5 To comply with EALC requirements of Local Council Award Scheme.

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 numbers to be published would be the office numbers.
- 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.

Reviewed April 2016.

Reviewed and agreed 18 May 2017