

Review / Change Date	Description
Nov 2023	Halsall News Policy adopted
June 2025	Change Administration from P.C.C to Parish Council
April 2026	Updated to reflect going into colour and publishing every 2 months

Communications - Halsall News Policy

1. Background

Halsall Parish has had a Parish Magazine since at least the 1950s. The magazine publishes news about Church, Parish Council and Community events. The magazine is published at the start of each month, every 2 months.

There is no previous Council documentation on how the magazine is produced or managed. A new Rector of St Cuthbert's asked for a briefing on the magazine, so this is an opportunity to document those discussions and agreements.

2. Distribution

1200 copies of the magazine are printed. The majority are hand-delivered by volunteers. The distribution is managed by volunteers organised by St Cuthbert's Parochial Church Council (P.C.C.). The remaining are delivered to the Halsall Garage, The Village Bakehouse & St Cuthbert's church.

A PDF copy of the magazine is published and archived on the Council and P.C.C. websites. Another PDF copy is sent to the British Library (via Ido-electronic@bl.uk)

3. Role of the Editor

The role of Editor is a voluntary position agreed between the Parish Council and the P.C.C.

The magazine will have an Editorial Disclaimer clearly stating that the Editor retains the right to amend or refuse to publish articles.

Articles may express a personal opinion but must not be overtly political or libellous. All factual articles should state their sources.

The Clerk to Halsall Parish Council and the Rector of St Cuthbert's should be consulted about any potentially contentious articles.

The decision of the Editor as to what will be published is final.

4. Finance

The magazine has paid advertisements from local businesses that contribute to the cost of printing. Income and expenditure for the magazine is managed by the Parish Council. A

standard magazine is 44 pages printed in colour. Financial approval for additional pages is sought from the Parish Council.

After presentation of the annual accounts, Halsall Parish Council and the P.C.C will contribute 50% each towards a subsidy to balance the accounts.

Funding a Parish Magazine is authorised by Local Government Act 1972 S142 Provision of Information relating to local government, charities, or other voluntary organisations.

Addendum - Email from P.C.C on Editorial Principles (6th November 2023)

Editorial Principles for the Halsall Newsletter in print and on the website.

1. Purpose

The purpose of the Halsall news and the Halsall Parish Council Website is to enhance the feeling of community within the local community of the civic and ecclesiastical parishes of Halsall by publishing information articles reports and notices that inform or entertain the community and the organisations and individuals forming part thereof.

2. Principles

The magazine is not affiliated to, nor does it subscribe to any particular political ideology, religious faith or belief system and will use its best endeavours not to publish anything that is discriminatory or prejudicial particularly with regard to matters of age, gender, sexual orientation ethnic origin or religious belief or the absence thereof.

What is published is at the sole discretion of the Editorial Team drawn from the parish council and the parochial church council (PCC) This includes:

- what material shall be included in the Magazine or on the Website or both.
- what photographs are to be published and how they are to be displayed including for the avoidance of doubt the cropping, resizing, rescaling and altering the lighting of the same.
- what spelling grammatical or general editorial changes shall be made to any material submitted for publication
- not to publish without giving reasons for any material submitted for publication.

3 Procedure

The magazine will publish on the Website the procedure for submitting material for prospective publication either in the Magazine or on the Website or both.

For the avoidance of doubt the editorial team made up of the magazine editor, the parish clerk and the incumbent (or their nominee) reserves the right not to publish any material:

- received in a format that does not comply with the magazine's requirements as published on the Web Site.
- received anonymously
- that in its absolute discretion it considers to be contrary to the principles outlined above
- that it deems to be defamatory of any organisation corporation or living person
- for which there is insufficient copy space in the magazine
- that, in their opinion, should not be included in a particular edition or any edition

In reserving the right not to publish an article we not obliged to provide a reason for the actions to the author or agent of said article