



Parish Clerk to the Council: Karen Kuderovitch

Springfield Parish Council
Springfield Parish Centre,
St Augustine's Way
Springfield, Chelmsford, Essex CM1 6GX
Tel: 01245 466313
E-mail: clerk@springfield-pc.gov.uk
www.springfield-pc.gov.uk

NEWSLETTER POLICY

Adopted at the Parish Council Meeting of 1st September 2025

The Springfield Parish Council newsletter maybe produced four times a year (March, June, September & December) and is intended to keep residents of Springfield updated with information about Parish Council activities (priority), promote the Springfield Parish Centre and other items of general interest about the community (if space permits). It is intended to be 8 pages, with the exception of the June Annual Report which would be 12).

The newsletter is delivered by employed distributors by hand to households within Springfield and is available on the website.

The newsletter printing costs are paid for out of Parish Council funds for which a budget is set each year. The newsletter creation is done in house by the Marketing Officer/Parish Clerk.

The Parish Clerk is appointed as Newsletter editor. Relevant information is gathered and put into a document in readiness to circulate to all Cllrs and Clerks.

The Parish Clerk is given delegated powers to decide on what articles and photos are be included and on editing any organisation reports.

The first draft of the completed newsletter is sent to the Councillors. Once all Cllrs have viewed the first draft the Clerk may amend the document for the Chairman/Vice Chairman to view once more prior to the newsletter being converted for publication.

The Parish Clerk to keep a photo library for use in future newsletters. Photos from Cllrs and residents are welcomed and should be forwarded to the Parish Clerk. Permission to be obtained before use.

The newsletter is generally printed in A5 booklet form and the Parish Council will always endeavour to include short items i.e. no more than half a column (maximum 200 words), from relevant community organisations.

Newsletter editor/Marketing officer to proofread the document and the Parish Council retains the right to refuse to accept the insert or ask for amendments to be made.

The Parish Council will not include any business advertisements.