

Harwell News Editor

Terms of Reference

Harwell News is a community newsletter published and funded by Harwell Parish Council to:

- Publicise appropriate activities and decisions of the Parish Council.
- provide information about developments which might have an impact on parish residents (specifically planning and other Local Government activities)
- enable organisations and groups based in, or serving the community of Harwell to increase the public awareness of their aims and activities
- provide an opportunity for residents to raise matters of interest and to express their views on specific topics
- Provide an opportunity for local businesses to advertise their services to residents at a realistic cost.
- Benefit the parish as a whole.

Harwell News is to be published every other month. (Feb, Apr, Jun, Aug, Oct, Dec).

The Editor's role is to collate all aspects and content of the Harwell News, ready for printing, including any necessary editing to enable articles to fit the available space and arrange placement in the magazine.

The Editor should aim to have the Harwell News printed in time for distribution on the first weekend of a due month. An electronic copy should also be sent to the webmaster of the Parish Council website, for publishing on the website.

The Editor should review all submitted items to make sure they conform to the objectives of the Harwell News. All changes, except for grammar, spelling and typing corrections should be agreed with the author of the article.

All published items should be attributed, either with a signature at the end of an item, or by being a report from a particular club or organisation.

Each issue should include a summary of relevant Parish Council meetings. A member of the Parish Council will be asked to prepare this, or if the Editor is a member of the Parish Council, then he/she may prepare it. Final copy to be agreed with the Chairman of the Parish Council, prior to publication.

Whilst one of the aims of the Harwell News is to provide an opportunity for residents to raise matters of interest and express their views, the Editor should ensure where possible that a balanced opinion is achieved for the benefit of the community of Harwell. The Editor may contribute opinion pieces provided that it is clear that they are his/her own, and not the Parish Council's. Furthermore, if the Editor is a Parish Councillor he/she must abide by any relevant Parish Council decisions, and, if space is limited, the Editor should give priority to other opinions before publishing his/her own.

Adopted 9 February 2010