

Treuddyn Community Council

Treuddyn News Policy



Treuddyn News is an A5 colour newsletter published by Treuddyn Community Council (TCC) 2-3 times a year. The newsletter is written in English and includes items in Welsh. The aim of the newsletter is to keep residents informed of the work of TCC, to distribute the minutes of the Council meetings and general community news.

The newsletter is funded largely by TCC with some assistance from income generated by advertising and voluntary contributions. Treuddyn News is delivered free of charge by volunteers to households within the main populous areas of the ward. Households in the rural areas of the ward may collect a copy free of charge from designated points. The newsletter is also available to download from the community website, www.treuddyn.org.

This policy sets out the terms upon which items for inclusion in Treuddyn News may be accepted by TCC.

- 1 Definitions for the purposes of this policy:
 - 1.1 **Advertising** is defined as “an agreement between TCC and the advertiser to display information to promote the sale of commercial products or services for an agreed fee”.
 - 1.2 **Notices** is defined as obituaries, births, family and community news.
 - 1.3 **Community information** is defined as items relating to events, items of local interest, public sector and voluntary community faith sector activities.
 - 1.4 **News from the County Councillor** relates to the elected member for the Treuddyn Ward.
 - 1.5 **Treuddyn Community Council items** including editorial and items relating to the business of the Council.
 - 1.6 **Standard font: Arial**. Size: font size between 11 and 12 pt for body text. Colour: black text on white page. (Typically 200-300 words per A5 page).
 - 1.7 **Maximum page count** per issue is 36 pages.
 - 1.8 **Standardised content** per issue is set out in section 15.
 - 1.9 **Editor** is currently Councillor Eva Bech
 - 1.10 **Proof readers** are currently Councillor Roger Cracknell and the Clerk of Treuddyn Community Council.
- 2 **The policy is aimed at providing positive advice to prospective contributors** of items for inclusion on what are and what are not acceptable without being too prescriptive or detailed. **It is not an exhaustive list and the editor, appointed by TCC, has discretion to decline or require amendments to contributions that, in the opinion of the editor, are not compliant with this policy.** In any event, TCC reserves the right to refuse items without reason and their decision is final.
- 3 **Space may be limited at the editor’s discretion** and items will be accepted on a first come, first served basis. Any items submitted but not published may be given priority for the following edition.
- 4 The basic principles are that items should:
 - 4.1 Be legal, decent, honest and truthful.
 - 4.2 Be created with a sense of responsibility to the community and society.
 - 4.3 Not be discriminatory or inflammatory.

4.4 Not contain advertising or text which the Council may reasonably consider to be objectionable.

5 **Cost of Production** (December 2023)

Printing costs £848 for 800 copies, A5 x 36 pages.

Distribution by volunteers at no cost.

$£848 / 36 = £23.56$ per page

6 **Advertising rates** per edition are as follows and will be reviewed annually by the Council:

Size – relative to A5	Cost
Full page	£ 25.00
Half page	£ 15.00

7 The advertising rates represent a proportionate cost of production and the value added by Treuddyn News being published online to a wider readership. Rates are for black and white and positions within the main pages. Advertisements may be rotated or omitted if space is limited in order to give an opportunity to a wide range of local businesses.

8 **Disclaimer** - Acceptance of advertising does not imply endorsement of products or services by the Council. The Council provides no guarantee to the advertiser as to the success or otherwise of any publicity. No refunds will be provided by the Council in these circumstances.

9 **News from the County Councillor** for Treuddyn is restricted to a maximum of 3 sides of A5 at standard font size, and may not be accepted during the pre-election period.

10 Potential contributions towards production costs per issue:

Advertising 9 pages @ £25.00 = £225.00

11 **Fees are payable in advance** to the Clerk of Treuddyn Community Council by bank transfer or in cash. Items may not be included until payment is made.

12 Contributors are encouraged to provide **items in both English and Welsh**.

13 **Conflict of interest** - Council officers and members are required to declare in advance if they have any personal interests, involvement or conflicts of interest and will take no part in the consideration of advertising with that particular organisation.

14 **Submissions** - Items for inclusion in Treuddyn News should be submitted to the editor, Eva Bech, by email: evabech@yahoo.co.uk

15 **Standardised content** per issue (These are a guide; the editor has discretion to make modest amendments as appropriate):

15.1 36 pages

15.2 Front cover – photograph of a local feature in the community relevant to the season.

15.3 Useful contacts, 1 page.

15.4 Diary of events 1 page.

15.5 Griffiths Roberts Charity, 1/3 page.

15.6 Hafen Deg Association, 1/2 page

15.7 County Councillor, 3 pages

15.8 Members of Senedd, 1 page each

15.9 Local places of worship, 3 pages each

15.10 Local schools, 6 pages each

15.11 TCC news / notices, 3 pages

15.12 Advertising / chargeable space / Community notices, 9 pages. Individual items should not exceed 3 pages.

This policy was reviewed, approved and adopted at the meeting of Treuddyn Community Council on 17 March 2026.

For review by 17 March 2027.

Carolyn J. Thomas, Clerk of Treuddyn Community Council.
Mobile: 07795242693 Email: carolyn_fg@hotmail.com