



Waldringfield Parish Council

Newsletter Publication and Advertising Fees Policy

Adopted March 2024

Waldringfield Parish Council

Newsletter Publication and Advertising Fees Policy

Introduction

The Waldringfield Parish Council publishes a quarterly newsletter for the residents of Waldringfield. It is delivered to every household (approx. 260) in the Village and some are made available at the Village Hall.

Publication

The Newsletter is published in March, June, September and December annually.

- The newsletter is published in full colour, A3 folded to A4. The website edition is also in full colour. The on-line version is on the website – located at the following link [News » Welcome to Waldringfield \(onesuffolk.net\)](#) and remains on the site for at least 2 years.

Local community groups, residents and local businesses are invited to contribute to the publication via the Editor, Parish Clerk – pc.waldringfield@googlemail.com. If you would like to make a submission to the newsletter – please contact the Clerk at the email above.

Non-profit making Waldringfield community groups will not be subject to fees to promote their activities or events. The Editor may, at their discretion, if space allows also promote charity or community services events (non-profit making and free of charge) in the local area.

Articles, news items and submissions will have a significance to the residents of the community.

Final editorial discretion resides exclusively with the editor, who reserves fully the right to decline any article or advertisement from any organisation for any reason without recourse.

Advertising

Advertising is open to all businesses and organisations that provide goods and/or services to the village of Waldringfield, subject to editors discretion as described above.

No more than 25% of the overall newsletter space will be used for advertisements. Advertisements will be provided in print ready copy to be included in the newsletter.

Fees

There is a simple fee structure, per edition

- £24 a quarter page,
- £36 half page and
- £48 full page

Waldringfield-based businesses will receive a **50% discount** on these rates.

A Discount of 25% will be applied for four editions of the newsletter or more.

Invoices will be sent on the publication date. Payment to be made by BACS per the invoice within 14 days of receipt.