

A meeting of the Newsletter Advisory Committee of Halberton Parish Council
will be held in the Committee Room at Village Hall, Halberton
on Tuesday, 2 September 2025 at 7.30pm

All Members of the Newsletter Advisory Committee are summonsed to attend for the purpose of transacting the business specified in the Agenda below.

Susan McGeever
Clerk, Halberton Parish Council
24 June 2025

AGENDA

ITEM		REPORT PAGE
1	Apologies	N/A
2	Declaration of Interest	N/A
3	Public Forum	N/A
4	Approval of the Minutes dated 1 July 2025	2-5
5	Matters arising from the aforementioned Minutes	N/A
6	Change to Advisory Committee – update/Terms of Reference etc Membership/Secretary/Recruitment and distribution of workload for Issue 181	N/A
7	Comments about the previous edition of the Newsletter	N/A
8	Business Directory	N/A
9	Consideration of contents for the next edition of the Newsletter	N/A
10	Important Dates for Newsletter production and mailing	N/A
11	Local distribution and distribution coverage	N/A
12	Date of next meeting	N/A

ITEM		Report Page
4	Approval of the Minutes dated 1 July 2025	2 to 5

Halberton Parish Council

Minutes of the Newsletter Advisory Committee meeting on Tuesday 1 July 2025

Present: The Clerk together with Councillors Graham (Chair) and Slade, C Jobson and J Wooding

Councillor Graham welcomed Councillor Slade to his first meeting of the Newsletter Advisory Committee.

1. Apologies

Dave Charles

2. Declarations of interest

None

3. Public Forum

A member of the public raised the question of the whereabouts of the historic copies of the newsletter which had been with the previous editor.

It was understood that a previous clerk had also had copies.

The Chair advised that members of the Newsletter Advisory Committee would work to identify their whereabouts. Potential places could be:

- Tiverton Museum
- Devon Archives
- Store room above the village hall

The History Group had a complete set of the newsletters albeit Issue 53 was a photocopy.

The Clerk would also look into the cost of scanning the copies with the History Group.

4. Approval of Minutes dated 4 March and 6 May 2025

Both sets of minutes were approved as accurate and signed by the Chair.

5. Matters arising from the aforementioned Minutes

Matters arising from the minutes would be discussed under the appropriate agenda item.

6. Change to Committee, Membership / Recruitment and distribution of workload

6.1 Change to Committee

The Clerk ran through the wording of the Terms of Reference for the Newsletter Advisory Committee (attached to the minutes) which had been approved at the Parish Council meeting on 10 June 2025. The Parish Council had also delegated the content of the magazine and its production to the Clerk.

The Newsletter Advisory Committee noted the following:

- the Parish Council appointed the councillors
- the Newsletter Advisory Committee appointed the volunteers from the parish
- the Newsletter Advisory Committee was expected, wherever possible, to ensure that the newsletter publication costs and distribution costs were met through advertising
- the Clerk's time to attend meetings, gather articles and put the newsletter together and liaise with the publisher were covered under the Parish Council's budget given the benefit to parishioners

6.2 Membership, distribution of workload

Councillor Slade had been appointed by the Parish Council but no volunteers have come forward to

fill the vacant roles on the Newsletter Advisory Committee.

A volunteer to contact new advertisers was required.

7. Comments about the previous edition of the Newsletter.

- a) the colour pages at the start of the Newsletter were welcoming
- b) the printing quality of some of the advertisements could be improved and this was due to either adverts being blown up or the quality of the artwork
- c) the VAS article was considered to be too complicated for the general public albeit that it was correct in its presentation. It was felt a more reader friendly article with the actual data available on the website would be preferable.

8. Business Directory

- CJ reported the loss of one colour advertiser. A replacement for the colour advertiser has not yet been found; a potential replacement has been contacted and I have several others. Overall the magazine would be down one half page bringing in an income of £939.50. The cost of printing and distribution was £976. The Clerk would contact Tiverton Museum (a page similar to Coldharbour) and the new owners of the farm shop in Sampford Peverell.

9. Consideration of contents for the next edition of the Newsletter

Meet you Parish Councillors – Councillor Slade would introduce himself as the newest members and then interview a different councillor for each issue going forward - CS

Update on the Growing Area - Clerk

Opening of the new play area - Clerk

Apple pressing - CG

Flower bed - CG

History Group – JW (Ash Thomas Day plus 100 birthday plus book)

Road Closures - DC

Neighbourhood Watch – DC

Neale Raleigh (DCC) – Clerk

MDDC – Clerk

School Sports Day – Clerk

Pre-school – Clerk

Churches – Clerk

Organisations – Clerk

Emergency Plan/Neighbourhood Plan Public meeting

Later edition – benches in the cemetery/Mid Devon Show

10 Important dates for Newsletter production and mailing

Deadline for articles July 18
To printers July 23
Received from printers July 30

11 Local distribution and coverage

JW would circulate an updated list of people/areas of distribution following all the recent changes.

12 Date of next meeting

Tuesday September 2.

Terms of Reference for Newsletter Advisory Committee

June 2025

On the advice of the Devon Association of Local Councils, the Newsletter Working Group has been revised to the Newsletter Advisory Committee.

A local authority may appoint a committee to advise the appointing authority on any matter relating to the discharge of their functions, and any such committee may consist of such persons (whether members of the appointing authority or not) appointed for such term as may be determined by the appointing authority or authorities.

The terms of reference will include the following information:

Membership: Minimum 2 councillors (appointed by the Parish Council) and up to 4 volunteers (such volunteers to be agreed by the Newsletter Advisory Committee)

Chair / VC: Any member of the Group.

Quorum: At least 3 members of the Group

Meetings: Bi-monthly

Purpose:

- To produce the bi-monthly Halberton Newsletter including compilation, editorial duties, printing, distribution and publishing on the website
- To produce the bi-monthly Halberton Business Directory which is incorporated into the Newsletter
- To invoice for and oversee the collection of fees for advertising in the newsletter
- To manage the production of the newsletter and directory, including claimed expenses, within the Council's net budget for the newsletter and directory
- To maintain up to date records / data base for advertisers and contributors
- To make arrangements to ensure compliance with GDPR to comply with the Council's Privacy Policy.
- To ensure all information is adequately stored and backed-up
- To report to Council any matters regarding printing costs and expenses including recommendations of estimates/quotes for printing costs
- To report to Council any matters regarding advertising fees to look to ensure the Newsletter breaks even.
- To make arrangements for the deposit of printed information to the British Library
- All meetings to be published on the noticeboard and website at least 3 working days before the meeting, including date, location and agenda.
- Members of the public are permitted to attend meetings unless there are exceptional reasons why members of the public should not be present, and agendas to include an area for members of the public to make comments.
- Meetings will be minuted, and those minutes will be published on the website.
- All members of the Advisory Committee will comply with the Council's Code of Conduct and observe all Council policies and procedures.

In order to allow for the smooth production of the Newsletter, the Parish Council has RESOLVED to delegate authority for the actual production of the Newsletter such as agreeing the contents/ publishing/advertising content to the Clerk, who reports back to the Council following each meeting.

Any financial matters require the approval of Full Council.