

## **Proposed Governing Document for Deddington News**

In 2011 the governing body of Deddington News (hereafter DN) comprises the two joint editors (Jill Cheeseman and Mary Robinson) and the treasurer (Buffy Heywood). In addition there is a committee of sub-editors comprising: Charles Barker (Parish Council correspondent), Alison Day (Clubs and Societies), Jean Flux (Diary), Molly Neild (Features), Frank Steiner (Church/chapel), Kristin Thompson (Letters); and two advertisement managers (John Sampson and Debbie Grimsley).

### **Aims**

- To provide news, views, announcements of and reports on events in and around the Parish of Deddington of essentially a short-term nature, together with feature articles of general interest.
- To maintain independence while balancing impartiality, freedom of expression, inclusiveness, literary standards, community involvement and readability.
- To have a complementary role to its sister websites, Deddington Online and Deddington OnAir.

The current and previous editors have managed editorial in the DN enterprise according to three guiding principles:

- *Non-political*: does not accept 'party political' features. It does include telephone numbers for the Parish Council, Cherwell District Council and the constituency MP.
- *Non-sectarian*: sees itself as representing the civil parish rather than the ecclesiastical parish of the established church, although it does include a single regular ecumenical 'church and chapel' news page.
- *Non-commercial*: no puffs for commercial enterprises are accepted; all commercial organisations pay for advertising, as do charities where they are advertising an event with an entry charge.

### **Objectives**

To produce by the first of each month (with the exception of January and August), a printed newsletter based on the above aims and distributed free to all households in the civil parish of Deddington (Deddington, Clifton and Hempton, in the county of Oxfordshire). To make the document available to a wider audience via the internet (<http://www.deddingtonnews.co.uk/>)

### **Those objectives are achieved by:**

- delegating the collection of copy to a team of sub-editors;
- reviewing all copy for suitability and legality, and copy editing;
- collecting advertisement material: annual advertisements to be pre-printed, and one-off advertisements to be incorporated into the layout;
- laying out copy, advertisements and pictures in an 18pp A4 format;
- creating pdf files;
- printing the pages, currently on a Risograph machine;
- collating and stapling into a magazine format;
- distributing by hand to over 1000 houses in the parish of Deddington;
- uploading pdf files of each issue to the Deddington News website;
- maintaining up-to-date accounts which are audited annually;
- disseminating topical or urgent news by means of Facebook and Twitter links.

**Disclaimer**

The views expressed are not necessarily those of the editors or the committee. Inclusion of an advertisement or insert does not constitute any recommendation or endorsement of the organisations concerned on the part of Deddington News. The DN takes no responsibility and gives no guarantees, warranties or representations, implied or otherwise, for the content or accuracy of these advertisements.

All material is proof read to check that it is not scurrilous, libellous or otherwise unacceptable to the public at large. The DN team reserves the right to refuse any material on this basis. The editors' decision is final.

Letters to the postbag must always contain the author's name and either a telephone number or current email address, even if these are not for publication. With authors' permission letters are posted on the DoL Forum for more immediate response.

**Copyright**

The DN always seeks copyright permission where appropriate.

**Election of governing body**

By voting within the committee.

**Joining the group**

Over the years DN has actively sought volunteers from the local community to help with all aspects of the editing, production, printing and distribution processes.

**Are we worth it?**

In Deddington's 1997 Parish Plan, 98% of respondents said they were reliant on the Deddington News for local information. DN is frequently asked by the Parish Council and members of the community to help publicise information and events. DN is distributed free of charge to all households.

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(Signed) Jill Cheeseman  
*Chairman*  
*October 2011*