

These terms and conditions apply to the production, use, publication and transmission of the community newsletter *wel-e-news*.

### *1. Overall objective*

The principal objective of *wel-e-news* is as declared on the title page:  
*a free monthly email newsletter for Welbury people, past and present  
promoting a vibrant village community*

This was developed in 2009 partly in response to a threat of closure of the village pub. The aim is to promote a sense of community through better awareness of each other and of local issues and features. The newsletter is just one such agent, complementing others such as the parish council, church, village hall committee, WI and so on.

### *2. Secondary objectives*

2.1 To promote a sense of connection for former residents and families of present residents, including enabling those overseas to keep in touch with events in Welbury.

2.2 To accumulate a continuing resource of local history for future generations, complementing the millennium Welbury book.

2.3 Together with the [www.welbury.com](http://www.welbury.com) web site, to provide a window on the village and its community for the general public including prospective residents. For example, it is reported that this has been helpful in attracting potential purchasers for the pub. However this objective will be limited by responsible internet conditions.

### *3. Overall responsibility, accountability and complaints*

3.1 *wel-e-news* is an initiative wholly created and operated by a resident, the present Editor, who accepts overall responsibility for it.

3.2 Although this is a one-person voluntary and free service, it is intended to operate to declared standards and policies which are appropriate and proportionate.

3.3 In the interests of durability of this service beyond relying on one individual Editor, support and succession planning will be encouraged, and to this end these terms and conditions may help towards a portable framework.

3.4 Principal accountability is to the body of readers and contributors, who are encouraged to feed back concerns and ideas freely. Feedback, positive or negative, is welcomed as an improvement opportunity and will be answered promptly.

3.5 Where any reader or contributor is not satisfied with the response to a concern, they may submit a written complaint to the Editor. This will normally be dealt with within one week, with reasonable exceptions such as being away, ill or on holiday. If the complainant is still not satisfied, then the complaint will be referred to the Parish Council for consideration through appropriate due process, with a view to making such findings and recommendations as it thinks fit. The Parish Council has no duty to take on such a role, but will be asked if it would do so on an *ad hoc* basis.

#### 4. *Subscribers and circulation*

4.1 A “subscriber” means any person on the Editor’s email circulation list. This list consists of all who have agreed or requested to be on it and accepted by the Editor as *bona fide*. It covers a large majority of households in the parish of Welbury plus a few dozen others with connections such as being former residents or family of residents or residents of nearby parishes.

4.2 New subscribers will be admitted on request provided the Editor is satisfied they are local residents or have legitimate connections with the parish.

4.3 The newsletter is circulated monthly bcc to subscribers, thus hiding their addresses from view.

4.4 In addition to the subscribers, the newsletter may be sent at the Editor’s discretion for information to managers of the [www.welbury.com](http://www.welbury.com) and [www.northallerton.info](http://www.northallerton.info) websites and to editors and journalists of established local newspapers such as Darlington and Stockton Times, provided that these terms and conditions shall be made clear and shall apply.

4.5 By agreeing or continuing to be a subscriber or recipient of *wel-e-news*, a person agrees to be bound by these terms and conditions. These terms and conditions and any changes to them shall be communicated to all subscribers and recipients.

4.6 Short messages, e.g. sale-and-wanted notices and neighbourhood watch alerts, will be circulated rapidly in text without photographs as and when appropriate as *wel-e-bulletins*. Subscribers, particularly those outside the parish, may opt out of such circulation.

4.7 Neither the email circulation list nor any part of it shall be revealed or used for any other purpose without express permission of the persons concerned.

#### 5. *Content*

5.1 Content of *wel-e-news* shall be the responsibility of the Editor, guided by the declared objectives. Content may include, among other things, local and personal news, comment, opinion and pictures.

5.2 Commercial adverts, party politics and sectarian religion will be excluded. Non-partisan news and comment on such subjects may be included where appropriate, for

example on local trade recommendations, on polling and election turnout in the parish, or on the appointment of a new parish priest.

5.3 Personal tips and views are offered in good faith without liability.

5.4 Photographs may show local scenes, people and events. Photographs may be provided by subscribers or other contributors or by the Editor. Views may show homes and gardens visible from public places such as roads and paths, without express permission of the owners. Views may show people in the background without their individual express permission, for example at special events, although the agreement of principal characters will generally be sought. Where photographs are taken specifically for *wel-e-news*, this will be explained and spoken permission sought at the time of taking them.

5.5 Photographs showing identified children or vulnerable adults may be included with oral agreement of a parent or carer, where they support the stated objectives. Where such a photograph is provided by someone other than the Editor, it will be the responsibility of the provider to obtain such agreement and of the Editor to seek assurances of that agreement.

5.6 No indecent photographs or indecent material of any kind will be included.

## *6. Onward transmission, usage and publication*

6.1 Email copies of the *wel-e-news* and *wel-e-bulletins* may be passed on in good faith by subscribers and recipients by email to friends and family or known responsible persons, provided that these terms and conditions are also communicated to and accepted by the recipient, including the prohibition of posting on the internet.

6.2 No subscriber or recipient shall cause whole copies of or extracts from *wel-e-news* to be posted on the internet or otherwise published.

6.3 The Editor may cause extracts or versions of *wel-e-news* to be posted on a website in support of the stated objectives, having regard to potentially sensitive personal details. The individual identity of children or vulnerable adults in photographs will generally be removed. Any subject or contributor may have their personal material withdrawn on request from versions posted on a website, even if they have previously agreed it.

6.4 Copyright of contributed photographs shall remain with their provider or source, provided that all contributed material may be used for possible future publication for local history purposes. Copyright for all other material shall be with the Editor unless otherwise specifically agreed.

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