

Blackawton Parish Council

Established 1894

Subject: Blackawton Beacon Community Newsletter

Date: 7/10/26

Author: A Thom, Clerk

1. Summary

- 1.1. The Clerk has emailed residents who create the Beacon:
 - a) They are very welcome to submit a grant request to the PC if a new printer is needed.
 - b) Offered Parish Council's resources if it can help with data protection compliance if needed.
 - c) To ask if there is any other support that the BPC might be able to provide.
 - d) Noted that the responsible organisation needs to be clarified. eg who would apply for a grant?
- 1.2. The Clerk has said that they think that the Beacon is an important community resource to support. BPC might want to formally take a view.
- 1.3. Consider asking for the wording on the front page of the Beacon to be changed from ' jointly published PCC and BPC' to be changed. Consider 'supported' by the BPC
- 1.4. Decide how long BPC will retain copies of the Beacon on the website and in its files. Recommend considering three months.
- 1.5. Decide if BPC will provide copies to Devon Archives. (DA email response pending, see below).

2. Background

- 2.1. In September the Clerk met with residents about the Beacon in response to email received by BPC requesting action by the BPC and the Parochial Church Council to ensure the future of the Beacon 'to ensure it can continue to be printed at an acceptable cost'. The meeting was to clarify what the issues are.
- 2.2. At the time of meeting the printer was out of order and the October Beacon was printed externally in Totnes. It was hoped that the current printer will be fixed.
- 2.3. There is a dedicated team of resident volunteers who create and distribute the Beacon.
- 2.4. The printer is stored in the Church Vestry which is not ideal because it gets cold and there is also a cost to heat the area, at least prior to the print run. Alternative locations have been sought: the Village Hall Committee has said there isn't a suitable location there, Business Units communal area might be suitable when they become available? Size: about 1.0*0.5*0.5 metre. On wheels. Flaps open out when printing and double area that needed. Could it have some sort of protective boxing in?
- 2.5. Regular printing costs are met by income eg grant from BPC, volunteer organisation donations. But that doesn't include heating costs and the replacement of the printer. There are no reserve funds to replace the printer. BPC has reserve funds and a grant could be requested from BPC. There may be other sources of grants available.

3. History

- 3.1. The Beacon community newsletter was set up by the Parish Council and the Parochial Church Council more than forty years ago.
- 3.2. Note that the front page of the Beacon says jointly published PCC and BPC. It is suggested that 'supported' could be preferable wording now.
- 3.3. Neither organisation is involved in the Beacon's production.
- 3.4. The printer is stored in the Church vestry. The Beacon's costs and income are recorded under their own heading on the Church's accounts.

4. BPC's Data Protection Law Compliance

- 4.1. BPC isn't producing the Beacon.
- 4.2. The Beacon contains personal data.
- 4.3. BPC does share the Beacon on the community website. That can be addressed by a legitimate interests assessment.

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5. Document retention

- 5.1. How long do historical copies of the Beacon need to be retained?
- 5.2. Data Protection law – you must not keep personal data for longer than you need it.
- 5.3. National Association of Local Councils Legal Topic Note Local council documents and records regarding publications:
 - a) A council may want to keep its own publications (e.g. newsletters) permanently for archive purposes
 - b) Journals published by others (e.g. local government news journals and magazines) should be retained as long as they are useful and relevant.
 - c) The Legal Deposit Libraries Act 2003 (the 2003 Act) and the Legal Deposit Libraries (Non-Print Works) Regulations 2013 (the 2013 Regulations) relates to the publisher providing copies of printed materials to the British Library.
- 5.4. Church of England - if the Beacon is ultimately considered a Church publication 'The Care of Your Parish Records' says that Parish magazines are retained in the parish for five years and then retained Permanently. (deposit).
- 5.5. Archival record – South West Heritage Trust DEPOSIT OF PARISH COUNCIL AND TOWN COUNCIL RECORDS AT THE SOMERSET HERITAGE CENTRE guidance dated September 2023 requests that Community magazines newsletters are passed to the Somerset Heritage Centre for review when they are no longer required for administrative, legal or statutory purposes. Records that are found not to have archival value will be returned to the parish/town council or disposed of confidentially.
I have emailed and asked if Devon Archives wants to retain historical copies in its records and if yes, would the preference be paper or electronic versions, if the Church of England was to decide to retain copies, would that affect Devon Archives decision, and whether it would prefer the newsletter were provided by the Parish Council or by the publisher of the newsletter.