

Hollesley Grapevine – Rules and Guidelines

Our promise to you

- No SPAM
 - We are registered with the ICO and are bound by data protection legislation. We will not retain your email address unless you give us your permission
 - We WILL NOT share your email address or details with any other organisation
 - All emails will be sent “blind” - i.e. other recipients will not be able to see your email address
 - We endeavour to include submitted items (within the guidelines below) but reserve the right to edit items to ensure brevity

To unsubscribe please simply follow the link at the bottom of the page on each Grapevine email

Items can be included, by anyone, for the following reasons

- Requesting views or feedback from village residents by a stated deadline - for example feedback on a planning application
- Asking for volunteers for village events or committees
- Advertising all village / community events provided that they are charitable in nature (MacMillan Coffee Morning) or organised by a committee (the WI)
- Items that are “free to a good home” such as a glut of runner beans or furniture items no longer wanted
- Lost / found property
- Police warnings regarding scams or local incidents

Items that WILL NOT be included

- Personal viewpoints or complaints: we cannot arbitrate in personal disputes
- Criticism of matters that are beyond the remit of the Hollesley Parish Council - for example decisions made by the District and County Councils or other authorities
- Items for sale or profit
- Reminders for business events where income is made or fees are charged
- Personal criticisms or communications that are offensive in any way

To include an item on the GRAPEVINE please email

clerk@hollesley-pc.gov.uk

- Make sure that you include your name along with your email address and if appropriate a contact telephone (for example to book tickets for an event)
- Set out your view / item in a clear and easily understood way
- Ensure that the item is relevant to the village / community
- Include relevant dates, times and locations for any event
- Young people are encouraged to include items but those under the age of 17 will be asked to supply a supporting email from a parent/guardian as a safeguard

Clare Cooper Clerk to Hollesley Parish Council, July 2026