

## Blyth Valley Times Terms and Conditions

1. The Blyth Valley Times is a monthly magazine published by Blyth Valley Churches. Over 850 copies of each issue are distributed in the parishes of the Blyth Valley Team Ministry. These are Blyford, Bramfield, Chediston, Cookley, Halesworth, Heveningham, Holton, Huntingfield, Linstead, Spexhall, Thorington, Wissett and Walpole.
2. Strict deadlines are in place to ensure that the magazine is printed in time for the publishing date. Copy deadline dates for each issue are published in the previous month's issue and can be downloaded from our website at [www.blythvalleychurches.org.uk](http://www.blythvalleychurches.org.uk)
3. Blyth Valley Times is collected for delivery on the Thursday before the last Sunday of the month.
4. The Team Council appoints a compiler to collate articles, information and advertisements for each issue. The Rector of the Blyth Valley Churches is the Editor and has the final decision on all articles, information and advertisements featured within Blyth Valley Times.
5. Advertisements will be accepted from commercial businesses, individuals and community groups or organisations.
6. Advertisements must conform to the British Code of Advertising Practice and must accurately reflect the product and/or service being advertised. The Team Council reserves the right to refuse any advertisement if it is considered inappropriate or could be considered offensive. Advertisements not conforming to the Trade Descriptions Act 1968, the Consumer Credit Act 1974, The Sex Discrimination Act 1975, The Business Advertisements (Disclosure) Order 1977 and other relevant legislation will be refused.
7. Advertising rates are available on request and will be reviewed at the Team Council meeting each year.
8. It is the responsibility of the advertiser to provide the advertisement in the correct format and size.
9. Where the advertisement received has not met format requirements, the Editor does not accept responsibility for any errors or omissions if the advertisement has had to be altered. Any additional artwork will incur additional charges after prior agreement, payable to the person completing the work.
10. Blyth Valley Times cannot be held responsible for the loss of artwork and photographs supplied.
11. The quality of reproduction of copy for publication is dependent on the quality of the original supplied.
12. It is the responsibility of the advertiser to check the first insertion of the advertisement and to notify the compiler immediately of any errors.
13. The Team Council is not responsible for the accuracy of any advertisement published.
14. The Team Council do not accept liability for any loss or damage incurred by advertisers allegedly arising in respect of loss, damage or non-receipt of advertisement replies.
16. The Team Council do not accept liability for any loss or damage incurred by readers in response to any advertisements.
17. Annual advertising will be invoiced and is to be paid for in advance. Invoices will be issued one month before renewal is due.
18. All cancellations must be received in writing 45 days before renewal date. Any advertisements published due to late receipt of cancellation instructions will be charged.
19. There will be no refund issued for advertisements cancelled before the end of the contracted period. Replacement copy for the advertisement can be submitted if required.
20. Any dispute or grievance regarding advertisements should be referred to the compiler in the first instance and if it is not satisfactorily resolved, an appeal can be made to the Team Council.
21. The Team Council reserves the right to remove any inappropriate link from the BVTM website.
22. The Team Council cannot be held responsible for the contents of the site which has a hyperlink on the BVTM website.
23. The Team Council will not accept any liability for late publication or distribution of Blyth Valley Times.