

Sussex Living Ltd

ANNUAL STATEMENT 2024

NOTE Change of address to:

**Sussex Living Ltd, The Sussex Media Centre, The All England Jumping Course, Hickstead,
Hassocks, West Sussex, BN6 9NS**

Titles	Sussex Living
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Responsible Person Adele Trathan – Managing Editor – editorial@sussexliving.com
Allan Moulds – Managing Director

Brief Overview	A4 monthly lifestyle publication within the Sussex area. Sussex Living Ltd is owned and run by Total Sense Media, who bought the magazine on 14 th December 2015.
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On 31st January 2018 Total Sense Media (previously known as Media Sound Holdings Ltd) acquired another title known as Magnet magazine, and from March 2018 it was produced by Sussex Living Ltd, (part of Total Sense Media).

In July 2020 the two magazines merged into one single title: Sussex Living.

The editorial features both in print and online focus mainly on Sussex and lifestyle features.

Topics covered include interviews, history, community, food & drink, health & beauty, home & garden, charities, care, wellbeing, sport, general interest, business and more.

Generally, the editorial content is commissioned as bespoke features. As a free pickup magazine, dependant on advertising revenue the content of the magazine is 40% Editorial to 60% Advertising or as near to this ratio as possible. We distribute 12,000 copies within Sussex free of charge to readers via supermarkets and independent outlets.

Editorial Standards, Fact-checking, Guidance and Information

We pride ourselves on researching for interesting stories, particularly local history and interviews that are relevant to the area. Also included are lifestyle features covering homes and gardens, food and drink, local events and points of interest that will engage readers. Every article is read, and fact checked by at least two members of the editorial team before publication.

Writers are given clear instructions on any features/interviews we wish to include within the magazine. Interview notes and/or recordings are all kept for future reference should they be required. All editorial features are proofed and signed off by all interviewees/contributors and all those involved with the feature. If in any doubt we refer to the Editors Code of Practice.

As a local lifestyle publication, we do not include news related articles that reference court or legal reporting.

Financial Transparency We always ensure it is clear when any content is paid for.

**Complaints
Handling Procedure**

We accept complaints in any form, telephone, email or letter. Complaints are dealt with by responsible member of staff (as listed above).

Complaints are filed along with the outcome and dealt with as quickly as possible. In the event that a complaint is bona fide, we will always offer to rectify this, in the first instance responding to the complaint with an apology and explanation or asking if an apology within the magazine would be acceptable. Should the complainant feel that this is not acceptable we would ask that they visit us so we can come to a satisfactory solution. We ask that should someone have a complaint they approach us in the first instance and if they are not happy with the outcome to contact IPSO, details of which are printed in Sussex Living every month.

Compliance Record

We have not sought guidance from IPSO in the year to Apr 2025. Writers and contributors all have access to the Editors Code and would be referred to IPSO if further guidance or information is required.

There have been no complaints in the year to April 2025 against Sussex Living which have been ruled on by IPSO and there have been no other incidents whereby the publisher accepted it breached the Editors Code or any significant concerns about compliance with the Editors Code over the period of the last year.

Training process

Being such a small team we do not have a Complaints Training manual.

Appendix – Writers

All our writers are given written instructions and a brief prior to either setting up an interview or researching any topic.