



AGENDA REQUEST FORM
(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

NAME:	<u>Nicola Cobb</u>	DATE:	<u>1 Feb 2022</u>
--------------	---------------------------	--------------	--------------------------

AGENDA ITEMS - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider actions to find new magazine delivery options

BACKGROUND INFORMATION - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

- Our current magazine team will no longer be delivering so we need to look at alternative options. For example, can we advertise via social media for someone to take on this task? Other ideas / suggestions to make sure we get someone in place ready for the next delivery around Easter?
- We have a trolley that can be used by one person or a team delivering together.
- Our budget for the year is £360 (£120 per magazine delivery x 3 times a year).

BACKGROUND DOCUMENTS LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

none

COSTS - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

n/a