



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 2023</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 an increase in budget (or the use of underspend budget items) to print the final magazine of this financial year (also the last magazine of the council’s 4 year term).

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 magazine budget for 22-23 was approved by council at £1950 (£650 x 3) plus £360 delivery

- When the budget was set, £650 was based on the previous year’s costs plus a 9% increase and would allow for an average of 36 pages per edition. Our Jubilee edition and Winter editions were both 40 pages each, which would have left 28 pages for the Spring 2023 edition. However, with rising costs, the actual invoices for the first two magazines were £875 and £945 (total £1790) leaving £120 in the budget.
- **The quote for this magazine (28 pages) is £695**

To cover the cost, it is proposed that we use the following:

- Remaining in magazine budget - **£120.**
- Advertising income – this was budgeted at £573 but was increased to £732, an increase of **£159.**
- Underspend in Community Grants at **£468.00**
- **Total budget available - £747.00**
- **Note:** *To keep the page numbers lower in this edition (and because it’s very close to the previous edition) we will not ask for updates from our usual contributors.*

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

| SPRING 2023 – 28 pages but TBC on budget discussion | | | |
|---|---|-----------|------------|
| Item | Detail | Pages | Who |
| Front/back pages | Front page, council information, useful contacts, back page | 4 | Nicola |
| Contents / meeting dates | Magazine contents plus 'keep in touch' box with meeting dates and times | 1 | Nicola |
| Chair letter | Final letter for the 4 year term | 1 | Lisa |
| Council updates: The Denes and ACV | Local council award scheme – update? Latest updates – picnic benches, new benches – sign to come, planter to come, new bench to come ACV Survey results | 2 | Nicola |
| Election information | Parish council – who are we? what do we do? How to stand as councillor? | 2 | Nicola |
| Election information | Election / ID information from Dacorum | 2 | DBC |
| The role of a parish clerk | Why is this role so important? What is involved? Training, certifications. Type of work, etc. Accomplishments over last four years | 2 | Nikki |
| The role of a parish warden | Why is this role important? Benefits to the parish <i>(plus advert / space filler items if required)</i> | 1 | |
| Nash Mills Expo | Full details, including who will be there, timings, etc. | 2 | Steve |
| Promote RAs | Information from NMPC website plus Q&A to CRA and WRA | 2 | Nicola/RAs |
| Christmas art competition results | Winners and pictures | 1 | Nicola |
| CBE resident | Nash Mills resident named in the Queen's Birthday Honours List – is this ok to add? <i>(plus advert / space filler items)</i> | 1 | Michele |
| Borough /county | Space for Jan if required | 1 | Jan |
| Village hall | Caring for carers – New regular group at the hall Works to hall – community consultation | 0.5 | Nicola |
| Regular adverts | 2 x full, 6 x half, 2 x third, 1 x quarter, 1 x sixth (6.5 pages but small ads can fit on other pages) | 5.5 | Nicola |
| | TOTAL PAGES | 28 | |