



**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.

<b>NAME:</b>	<b><u>Nicola Cobb</u></b>	<b>DATE:</b>	<b><u>31 October 2023</u></b>
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**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 agree the type of paper to be used in the magazine for the next financial year
- To agree to magazine format for the next financial year
- To agree advertising costs for the next financial year

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

**Paper type options**

- Paper currently used – not recycled but FSC ([Forest Stewardship Council](#)) certified paper. This paper comes from a sustainable source where new trees are planted to replace those chopped down. The paper can also be recycled after use and is the recommended choice for making the best of photographs.
- Recycled paper – the demand for recycled paper is lower so the cost is approximately 50% more than the paper currently used for the same weight. There is an option to use a thinner paper but it was not recommended due to ‘show through’ of text and images.

**Other costs / income**

- The magazine, in its current format, costs an average 40p per house for each edition.
- The printer is relatively optimistic about the cost of printing at the moment as the increases have not been too significant. However, he suggests we add a cautionary 10% to the budget to allow for any unexpected increase. Our reduction in delivery costs will cover any increase should it be necessary.
- We have lost a couple of long-standing advertisers but have had enquiries from several new advertisers for the upcoming edition (and for the remainder of the financial year) so our advertising income should be similar to last year. I would propose that we retain advertising charges at their current rate for the next year to support those advertising and encourage them to continue.

### **Paper vs. digital magazine**

- In the last meeting we briefly discussed the topic of whether the magazine should be provided in a digital format, rather than a printed copy. It should be noted that our magazine is the only item that way that we can guarantee that everyone has an opportunity to be updated / consulted on parish council plans as it goes through every door in the parish. This is particularly important to evidence for our Quality Award, as is the fact that we have considered our vulnerable residents. Our advertising income may also rely on printed magazines as we guarantee that it is delivered to every home.
- After discussion with the clerk, and with this year's budget needing sign off in November (and no significant budget cut required at this stage), it is suggested that we postpone the discussion / decision about a change for format until next year, to allow us time to research preferences / options with residents.

### **Delivery**

- The clerk has put together a risk assessment for those who volunteer to deliver. Any residents who offer to deliver will need to read and confirm that they understand the risk assessment. This will be covered by a separate agenda item under Policies.

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

Advertising charges attached below

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

As per clerk's 24/25 budget proposal

Nash Mills Parish News – Advertising costs

**Full A5 page**  
12.5cm(w) x 18.5cm(h)

£45 per publication  
or  
£100 per year  
(26% saving)

*Limited number per issue*

**Half A5 page**  
12.5cm(w) x 9cm(h)

£25 per publication  
or  
£60 per year  
(20% saving)

*Limited number per issue*

**Notes**

- A year is three issues
- Prices are exclusive of VAT
- Pages have a 1cm border
- A limited number of full and half page adverts are available for each edition

**Quarter A5 page**  
6cm(w) x 9cm(h)

£15 per publication  
or  
£40 per year  
(11 % saving)

**Sixth A5 page**  
6cm(w) x 6cm(h)

£12 per publication  
or  
£35 per year  
(3% saving)

**Third A5 page**  
12.5cm(w) x 5.5cm(h)

£20 per publication  
or  
£50 per year  
(16.5% saving)