

**To receive an update on the Saltash promotion project and consider any actions and associated expenditure.**

The working group appointed and met with a designer prior to the festive break. Clarification of the project and its aims were relayed to the designer for them to create the necessary artwork for the following items:

- Town Leaflet
- Heritage Trail Noticeboards
- Car Park Maps

Since the group's initial report to the Town Team, some minor adjustments have been made to the content (see Appendix A attached).

A Town Visitor Guide has also been commissioned with an external company. A signed and endorsed letter from the Town Council has been included in the Media Pack and will be distributed within the Saltash Business Community to encourage those interested in advertising in the guide.

The Town Team will continue to advance the project and will provide updates after reviewing any draft designs received.

**End of report**

**Office Manager / Assistant to the Town Clerk**