

To receive an update on the town leaflet and maps for information boards and consider any actions and associated expenditure

Report to: Town Team

Date of Report: 9.2.26

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officer's Recommendations

- Confirm approval of the design and all included information attached as **Appendix A**
- Confirm a Town Team member completes a final proofread (spelling, punctuation, content) subject to the final sign-off given by the Working Group members.

Report Summary

Attached (Appendix A) is the latest draft of the Saltash leaflet. Only a few minor tweaks remain outstanding from the previous request.

The Working Group asks Town Team to:

- Confirm approval of the design and all included information.
- Complete a final proofread (spelling, punctuation, content) subject to the final sign-off given by the Working Group members.

The leaflet and 24 points of interest map project remains on schedule for delivery by 1 April 2026, subject to these final adjustments.

The working group will then proceed with the Town Guide content, reporting back to a future meeting.

Signature of Officer:

Office Manager / Assistant to the Town Clerk