

To receive a revised Town Council Precept Leaflet Report 2024/25 and consider any actions and associated expenditure

Recap:

At the Policy and Finance meeting held on 14th November 2023 it was agreed:

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED:**

1. To obtain a quote for a double page centre spread in the Observer reporting back to the meeting of the Policy and Finance Committee to be held on 9th January 2024;
2. For precept information leaflets to be printed in house and made available in the Guildhall, Library and for the relevant Meet Your Councillor sessions;
3. For digital copies of the precept information leaflet to be promoted on Social Media at a cost of £60 allocated to budget code 6301 Stationery/Postage/Printing
4. To make the precept information leaflet available on the Town Council website and noticeboards;
5. For Members to further review the design and content of the precept information leaflet at the meeting of the Policy and Finance Committee to be held on 9th January 2024.

Below are the costings and delivery times as requested. Please ignore the formatting of the draft leaflet.

Please note: The Town Council produce two annual reports, see below for the differences:

Report	Difference	Release Date
Precept Leaflet	Informs residents of the precept setting for the following fiscal year (2024-25) and what the Town Council hopes to achieve in the future.	Annually in March
Annual Town Council Report	Informs residents of the existing year (2023-24) and all that has been achieved by the Town Council.	Annually in May

Saltash Observer Newspaper Quote:

Detail	Size	Cost
Click here to view draft design		
Click here to view design Option 2		
Double Page Centre Spread	W54.6cm x H34cm	£1,500+vat

This allows for the whole centre spread to be utilised including the centre gutter.

Coloured backgrounds can be used. The quality of the colours and eligibility of text will need to be considered as newspaper quality paper differs from a glossy coated finish.

The space provided in a double page centre spread is less than two pages of A3. **Therefore, approximately one side of A4 text will be lost** - [See attached document to view information that will be omitted from the design due to space constraints.](#)

Timescales:

Please note: Cornwall Council's provisional **11th March 2024** Council Tax circulation date.

<u>Approximate Timescales</u>	
Book with Observer	If approved, as soon as possible
Finalise design to be sent to the Observer printer	16 th February 2024
Delivery Start Date	4 th March 2024 / 11 th March 2024
Delivery End Date	9 th March 2024 / 15 th March 2024

Budget:

Budget Code: 6301 Stationery/Postage/Printing

Budget Availability: £2,655

Total Costs:

<u>Advertising</u>	<u>Cost</u>	<u>Budget</u>
The Observer	£1,500.00	6301 Stationery/Postage/Printing;
Facebook	£60.00	6301 Stationery/Postage/Printing;
Total Cost: £1,560.00		

**End of report
Administration Officer**