



**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>	Nicola Cobb	<b>DATE:</b>	2 Sep 2020
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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...”

1. To agree delivery timing of Winter magazine
2. To agree duration of free adverts / listing for those who have been listed in Autumn magazine

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

**Magazine timing** – I’d like to consider the timing of the magazine delivery for two reasons. Firstly, we are planning Christmas lights so we may want to share the ‘switch on’ date (if we can have one) in the mag. Secondly, it might be an opportunity to promote some local ‘small business’ shopping for presents (if there are enough to make a feature of it – I can investigate this in the meantime).

**Advertising** – depending on the number of enquiries we receive for the Winter magazine (for those who have not had a free ad in the Autumn mag), should we keep the adverts that have appeared in the Autumn magazine? These could be as they are now – six to a page - or (if the same space is not available) a simple listing of previous advertising at the end of the section.

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

n/a

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

n/a