



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.

NAME:	<u>Nicola Cobb</u>	DATE:	<u>29 June 2022</u>
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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 consider continuation of existing magazine delivery team for the remainder of the 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.

Spring 2022 delivery

The delivery of the Spring 2022 magazine was successfully completed within a week. There were three people delivering and they were very careful to deliver to the correct homes (i.e. Nash Mills parish only). The team are now familiar with the area and best routes and they are prepared to deliver the next magazine if the parish council wish them to continue.

We had around 125 magazines left over (also indicating accurate delivery) so we may be able to reduce the numbers printed for future editions.

Risk assessments and insurance were covered by District Scouts and council have their own RA in place at the suggestion of their insurer.

Payment was given as a grant, rather than direct payment to an individual / company.

Future options

If we continue with the existing team for the coming year (next two magazines) our budget will not be impacted and there is no additional work required by clerk or council.

If we want to consider inviting other parties to take on the delivery, clerk / council would need to spend time determining the process to select a person, team or company along with any related risk assessments and/or insurance, depending on age.

We previously investigated delivery companies but options were limited due to our specific address list and costs were considerably higher than our current budget.

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

none

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

Current budget is £360 per year