



**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>	<b><u>Nicola Cobb</u></b>	<b>DATE:</b>	<b><u>27 Feb 2023</u></b>
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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 options for the delivery of future magazines (from June 2023 onwards)

**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 and Winter 2022 delivery**

The delivery of the Spring 2022 and Winter 2022 magazines were delivered by a team fundraising for a scout jamboree. However, for the Spring 2023 magazine they had completed their fundraising and could no longer accept contributions from the parish council. Risk assessments and insurance were covered by Hemel Hempstead Scouts. Payment was given as a grant, rather than direct payment to an individual / company.

**Spring 2023 delivery**

This magazine was delivered by the parish council, with a Longdean Park residents kindly delivering for that area. This was also successfully carried out but was done as an interim solution as we did not have a delivery team in place.

**Future options**

We will soon be preparing a commemorative magazine which will need to be delivered in June, after the parish council elections so the parish council will need to determine whether they wish to deliver magazines again themselves, or look to find another individual or team who would be prepared to deliver for the budgeted amount of £120 per delivery.

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