

Elloughton cum Brough Town Council

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Minutes of the **Events and Publicity Committee** meeting held on **5 October 2018** in the **Committee Room**.

Committee Members: Cllr Brogden, Cllr K. Galbraith and Cllr T. Galbraith

Also present: Cllr Credland and Duncan McMillian

Meeting Clerk: Tom Clay

Minutes

Number	Item
	<u>Procedural items</u>
E18.1	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr S. Duckles - holiday • Cllr Luckraft – other engagement • Cllr Muzaffar – Ill health <p>RESOLVED: Committee resolved to note the apologies and accept the reason(s) given for absence.</p>
E18.2	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
E18.3	<p>Minutes of the meeting held on 12 September 2018 Cllr Brogden proposed, seconded by Cllr T. Galbraith, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
	<u>Business items</u>
E18.4	<p>To consider matters relating to the Petuaria Press Duncan McMillian, the editor of the Petuaria Press, gave a brief update about how adverts could be incorporated in the publications design.</p>

<p>E18.4.1</p>	<p>Members considered the matter, reviewing similar publications and considering proposals for costing circulated in advance of the meeting.</p> <p>RESOLVED: Committee resolved that:</p> <ul style="list-style-type: none"> i. The inculcation of adverts and the income generated would, at a minimum, attempt to cover the costs of Royal mail delivery; ii. the Petuaria Press increase to an 8 page (A4) publication; iii. the equivalent of two pages of adverts would be included in each publication starting from January 2019; iv. the general pricing structure is to be based on that of the 'Villages Advertising', which was circulated in advance of the meeting, and that Duncan McMillian and the Town Clerk should create a similar one for the Petuaria Press and share it with members; v. the Deputy Clerk is to contact business who have supported events in the past to give them the first refusal of having an advert; vi. initial Duncan McMillian should be paid for by the hour if workloads increase because of design work and that if required a review should take place next year to establish a new base rate; vii. other organisations, such as, schools, the police, etc. be approached to see if they wish to contribute local stories to the publication, and; viii. the next edition of the Petuaria Press is to be sent out towards the end of January 2019 and that the Town Clerk and Duncan McMillian are to create a schedule to be circulated to members.
<p><u>Next meeting</u></p>	
<p>E18.5</p>	<p>Date and time of the next meeting Committee confirmed the date and time of the next meeting to be held at 14th November 2018 at 5pm in the Committee Room of the Council Offices.</p>

Meeting started 2pm and closed 3:20pm

Document published on 8 October 2018

Signed:

Print Name:

Print Position:

Date: