

This report will be made public
on 8 April 2021

Hythe Town Council

www.Hythe-tc.gov.uk

Report number F&GP/39/21

To Hythe Town Council
Date 8 April 2021
Status **Non-Exempt**
Responsible officer Responsible Financial Officer

Subject **HYTHE TOWN COUNCIL NEWSLETTER REPORT
F&GP/39/21**

SUMMARY: This report provides quotes on printing and delivery costs for the first edition of the Hythe Town Council Community Newsletter and recommends the Committee review in accordance with good practice.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because; -

- a) The Council is committed to work in compliance with the Governance and Accountability for smaller authorities in England.
- b) The Council is committed to manage its financial affairs under the Financial Regulations Act.

RECOMMENDATIONS:

1. To receive and note the report F&GP/39/21.
2. To decide if HTC should pay to print and deliver the newsletter and choose a supplier to complete the works.
3. To print an initial 50 hard copies to offer to residents so that it can be collected from the Council Offices or other agreed outlets.

INTRODUCTION

The newsletter has recently been uploaded onto the Hythe Town Council website as an electronic version: [HTC Community Newsletter \(hythe-tc.gov.uk\)](http://hythe-tc.gov.uk)

Below are the costings for the printing and delivery of 5000/7000 copies of the newsletter to residents in Hythe:

	Supplier A	Supplier B	Supplier C
7000 x 16 Pages	A5 stapled booklet 100gsm Bond (Uncoated) £743.44	130gsm silk coated or gloss coated paper £1020.00	A5 stapled booklet 115gsm silk throughout £1215.92
7000 x 20 Pages	A5 stapled booklet 100gsm Bond (Uncoated) £881.17	130gsm silk coated or gloss coated paper £920.00	A5 stapled booklet 115gsm silk throughout £1502.73
5000 x 16 Pages	A5 stapled booklet 100gsm Bond (Uncoated) £531.02	130gsm silk coated or gloss coated paper £780.00	A5 stapled booklet 115gsm silk throughout £912.83
5000 x 20 Pages	A5 stapled booklet 100gsm Bond (Uncoated) £629.41	130gsm silk coated or gloss coated paper £1228.00	A5 stapled booklet 115gsm silk throughout £1120.22
	6-day turnaround VAT FREE		3-4 working day turnaround Slightly cheaper if 7-10 working day turnaround VAT FREE

	Supplier D	Supplier E	Supplier F
7000 x 16 Pages	A5 stapled booklet 115gsm Bond £1210.00 + VAT	A5 stapled booklet 115gsm Silk Five working days- £1175.00 Ten working days- £1125.00	A5 stapled booklet 115gsm Silk £885.00
7000 x 20 Pages	A5 stapled booklet 115gsm Bond £1320.00 + VAT	A5 stapled booklet 115gsm Silk Five working days- £1450.00 Ten working days- £1400.00	A5 stapled booklet 115gsm Silk £990.00
5000 x 16 Pages	A5 stapled booklet 115gsm Bond £850.00 + VAT	A5 stapled booklet 115gsm Silk Five working days- £950.00 Ten working days - £900.00	A5 stapled booklet 115gsm Silk £720.00
5000 x 20 Pages	A5 stapled booklet 115gsm Bond £1000.00 + VAT	A5 stapled booklet 115gsm Silk Five working days- £1100.00 Ten working days- £1050.00	A5 stapled booklet 115gsm Silk £1,190.00
		No VAT on Printing	
Delivery	£125.00 + VAT per 1000 Delivery service offered separate.	£20.00 + VAT (Linked with printing.)	£375.00 + VAT -5000 £525.00 + VAT – 7000

Throughout the budget year, it is planned to release an issue per quarter, updating the residents on Council news.

SUMMARY

Due to the prohibitive costs, it is recommended to print a smaller number of copies and offer residents a hard copy that can be collected from the Council Offices and other community buildings if they are minded.

The cost for printing and delivering does not fall within the budget for 2022/23 but can be taken from Town Council Initiatives Cost Centre code 5230. The committee is asked to recommend to council one of the following choices.

1. **HTC pay to print and deliver the newsletter and choose a supplier to complete the works or**
2. **HTC print an initial 50 hard copies to offer to residents so that it can be collected from the Council Offices or other agreed outlets.**

RISK MANAGEMENT

A summary of the perceived risk follows.

Perceived Risk	Seriousness	Likelihood	Preventative Action
The Council does not print and deliver the new Hythe Town Council Newsletter and the time spent on creating the newsletter is a wasted resource.	Low	Low	The council offer a digital copy of the newsletter on the Council's website and social media and only produce a small number of hard copies by reducing paper usage to save the environment and reduce costs.

CONTACT OFFICER

If you have any queries about this report please contact The Town Clerk.

Tel: 01303 266152 or email Clerk@hythe-tc.gov.uk prior to the meeting.