

## Report No.1

### Report to Meeting of Malmesbury Town Council 29<sup>th</sup> March 2016

#### Town Council Newsletters

##### 1. Purpose of the report

- 1.1. To invite the Town Council to consider current practice regarding preparation of the Town Council's Newsletter with a view to agreeing a more inclusive process, as the newsletter goes out in the name of all Councillors.

##### 2. Background

- 2.1. The content of the last Town Council newsletter was provided by Chairs of Committees/ Reps only and individual Councillors were not given the opportunity to contribute.
- 2.2. There was no opportunity for individual Councillors to see the newsletter or have the opportunity to comment on the content or any other matters relating the newsletter, prior to publication, even though it is published and distributed on our behalf to our electorate.

##### 3. Proposals

- 3.1. That current practice is amended and that all Councillors are invited to contribute to the Town Council newsletter, with the proviso that all articles are included on a best endeavours basis, but some may have to be edited or not included if there is insufficient space in the newsletter.
- 3.2 That current practice is amended so that all Councillors are given an opportunity (with a set end time) to view and comment on the Town Council newsletter prior to publication.

##### 4. Financial implications

- 4.1 None.

##### 5. Recommendations

- 5.1 Members are requested to agree to the proposals as in Point 3.

Clr Mrs. Kim Power  
20<sup>th</sup> March 2016.