

Report No.

Report to Extraordinary Community and Town Promotion Committee 5th February 2015

Festival Leaflets

1. Purpose of the report

- 1.1 To invite the committee to commission the printing of a Malmesbury Festival Town leaflet for 2015

2. Background

- 2.1 For the past 2 years we have designed and produced a "Festivals Town" leaflet to promote the town through the various Festivals that are put on over the year.
- 2.2 The festivals generate an increased number of visitors to the town and for some of these it will be their first experience of Malmesbury.

3. Proposals

- 3.1 To enable the proposal to proceed the committee will need to agree the following:-
 - Agree the content of the leaflet
 - Agree the quantities to be produced and method of circulation, ideally before the start of the season.
 - The budget allocation to be provided for the project if agreed.

4. Financial implications

- 4.1 Competitive quotes were obtained when the leaflets were originally printed and the template is already set up by the successful company. It is therefore suggested that initially a quote is sought from last year's supplier.
- 4.2 In the event that the quotation is higher than expected the Town Clerk will seek alternative quotations but this may delay the delivery.

5. Recommendations

- 5.1 The committee is requested to consider the production of a leaflet and agree the issues referred to in para.3.1

Councillor S Cox
4th February 2015