

**Agenda Item: NEWSLETTER DEADLINES**

**Report to: Community Committee**

**Date: Wednesday 11<sup>th</sup> May 2022**

**Subject: To agree newsletter deadlines for the year ahead.**

---

**Recommendation:**

To consider the deadlines for the production of a quarterly newsletter

---

**1. Background**

The Community Committee is responsible for the budget for newsletters. For 2022-23 this is set at £10,000.

**2. Preparing a newsletter**

To plan publications in advance and to ensure that the content is timely, production and print deadlines are strongly advised. It will allow officers planning time to gather news and articles to produce newsletters for distribution at councillor surgeries and events.

**3. Deadlines**

The first publication was released in March 2022. A seasonal publication could operate the following:

Spring March

Summer June

Autumn September

Winter December

All articles in by	6 <sup>th</sup> May 2022
First draft produced by	13 <sup>th</sup> May 2022
Final draft approved by	20 <sup>th</sup> May 2022
Print by	27 <sup>th</sup> May 2022
Distribute by	3 <sup>rd</sup> June 2022

All articles in by	12 <sup>th</sup> August 2022
First draft produced by	19 <sup>th</sup> August 2022
Final draft approved by	26 <sup>th</sup> August 2022

Print by	2 <sup>nd</sup> September 2022
Distribute by	9 <sup>th</sup> September 2022
All articles in by	4 <sup>th</sup> November 2022
First draft produced by	11 <sup>th</sup> November 2022
Final draft approved by	18 <sup>th</sup> November 2022
Print by	25 <sup>th</sup> November 2022
Distribute by	2 <sup>nd</sup> December 2022

All articles in by	5 <sup>th</sup> May 2023
First draft produced by	12 <sup>th</sup> May 2023
Final draft approved by	19 <sup>th</sup> May 2023
Print by	26 <sup>th</sup> May 2023
Distribute by	2 <sup>nd</sup> June 2023

As meetings were rearranged to accommodate the five-year strategy discussions the deadlines for the edition for June are a little delayed, however this could be adjusted to ensure the publication is still made as per the suggestions above.

#### **4. Decisions Required**

- a) To approve the deadlines for a seasonal newsletter.