

# WELLESBOURNE PARISH COUNCIL

## Minutes of the Index Working Party meeting held on Tuesday 26<sup>th</sup> May at 7.30pm at the Parish Council Office

**Present:** Cllrs Mrs Bolton, Mrs Bartlett, Blundall, Kendall and Parton  
Admin Asst. Mrs Lipman

**1. Election of Chairman**

Cllr Mrs Bolton was elected Chairman Prop Cllr Rp 2<sup>nd</sup> Cllr VB

**2. Apologies of Absence** – there were none

**3. Declarations of Interest** – there were none

**4. 2008 Index:**

4.1 Number of copies distributed/sold. Of 2900 copies printed 50 remained

4.2 Financial outcome:

Costs: printing and payment to Ordnance Survey for use of map information: £1782

Income: advertisers/sales: £1781

Excess of income over costs: - £1

It was noted that there would not be a cost for the use of the map due to the public sector mapping agreement August 2010.

**5. 2011 Index Production**

**5.1 Quotations** sought from three printers. Two had replied and it was agreed to recommend Council should engage the cheapest.

**5.2 Number of copies to be printed**

As 50 copies remained from the 2008 print, it was agreed that the same number should be produced as no significant new housing was expected in the next 2 years.

**5.3 Pricing of advertisements**

It was agreed that advertisements should remain at the same level (no increase since 2004) as mapping and printing costs had reduced. Selection for the front inside and back cover to be by lot as before.

**5.4 Cover**

It was agreed to keep the format of the cover but change the photos and background colour.

**5.5 Timing of issue**

It was agreed to aim for distribution in September 2011

**6. 2011 Index – changes to format**

It was agreed to keep the format unchanged recording email but not web site addresses in the lineage

**7. 2011 Index collecting information**

7.1 Amendments to form – there were none

7.2 Allocation of tasks – the office to produce the forms and distribute to Cllrs on the working party. Money for advertisements to be collected by cash or cheque and a receipt given. Invoices could be sent if required. A notice to be displayed asking for details of any new companies wishing to advertise – also request printed in W&WN. Forms for new businesses wishing to advertise available at PC office.

**8. Date of next meeting** – to be arranged as needed