

# ABINGDON TOWN COUNCIL

Report to	Community Committee
Meeting date	8 November 2022
Report author	Andy Crick
Agenda item	9 (ii)

## TOWN CRIER MAGAZINE PRODUCTION PROCESS

### 1. Purpose of the Report

1.1 To consider an outline process for the production of the Town Crier magazine.

### 2. Summary

2.1 In 2022, the quarterly Town Crier magazine has been produced piecemeal due to the challenge of delivering the Platinum Jubilee festival. The help of Cllr Neil Fawcett in this is noted, as he was able to produce two editions at short notice during this period.

2.2 Since June 2022, issues over the Town Crier production process have arisen and a clear plan needs to be set out.

### 3. Action required

3.1 The committee is asked to approve the process set out below for the production of future editions of the Town Crier magazine.

3.2 The committee is asked in particular to consider points 5.2 and 5.3 below, which consider which Councillors should be involved in the editorial process.

### 4. Link to strategic plan and objectives

4.1 This links to objective 3: 'To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future'.

### 5. Background

5.1 A draft schedule for production of Town Criers in 2022 and 2023 was noted by the committee on 6 September 2022. The schedule can be found at the end of this report. These dates remain valid and a process for preparing future editions can be set out based on this schedule:

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Stage	Task	Day	Count back from final date
1	Email to Councillors to invite suggestions for inclusion in Town Crier	n/a	6 weeks
2	First draft to share with Chair of Community Committee	Friday	-21 days
3	Final draft sent to Chair of Community Committee and Town Clerk for approval. Responses to be requested by the following Monday to allow for any changes to be made.	Friday	-14 days
4	Any final changes made	Friday	-7 days
5	Final text and images to printer	Friday	-7 days
6	Deadline for final edition to Royal Mail	Friday	0

5.2 This timescale would enable the relevant Councillors to be consulted during stages 1-4. The relevant Councillors would be all Councillors at stage 1, then the Chair of the Community Committee at stages 2-4.

5.3 There is no agreed model for involving other Councillors beyond stage 1. If the committee would like to include other Councillors at stage 2, it is recommended that these Councillors are nominated at this meeting so that their involvement can be recorded in the minutes.

5.4 It should be noted that this timetable represents a guideline and it will change due to other priorities or issues arising. The timetable will be followed as far as possible.

6. **Key information and options**

6.1 None

7. **Climate change/green implications**

7.1 None

8. **Financial/budget implications**

8.1 None

9. **HR implications**

9.1 The Community Services and Events Officer is responsible for the production of the Town Crier magazine in consultation with Councillors as outlined above.

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Responsibility for the publication rests with the Town Clerk. The Town Clerk thus has the final authority on the content of the publication.

10. **Supporting papers and appendices**

- 10.1 Production schedule as noted by the committee on 6 September 2022 (see below).

Andy Crick  
2 November 2022

## Town Crier schedule 2022-23

Dates below are based on assumed Royal Mail delivery dates and will therefore change.

<b>Edition</b>	<b>Information requested from councillors and interested parties (Monday)</b>	<b>First draft (Monday)</b>	<b>Final draft (Monday)</b>	<b>Information to printer (one week before Royal Mail deadline) (Friday)</b>	<b>Information to Royal Mail (usually the Friday before the last week of the month) (Friday)</b>
<b>Time before next date</b>	- 2 weeks	- 2 weeks	- 5 days	- 1 week	-
<b>December 2022</b>	17.10.22	31.10.22	14.11.22	18.11.22	25.11.22 est.
<b>March 2023</b>	16.1.23	30.1.23	13.2.23	17.2.23	24.2.23 est.
<b>June 2023</b>	17.4.23	2.5.23	15.5.23	19.5.23	26.5.23 est.
<b>September 2023</b>	17.6.23	31.7.23	14.8.23	18.8.23	25.8.23 est.
<b>December 2023</b>	16.10.23	30.10.23	13.11.23	17.11.23	24.11.23 est.