

Budget and Administration Committee

Council Stationery and Diaries

Background

1. Councillors have inquired of the Town Clerk whether we can provide council business cards and diaries. It is lawful to do so, but not essential.
2. Quotes for business cards have been obtained, and are reproduced below.

| | 250 | 500 |
|-------------------|--------------|--------------|
| Print Spot | £52.00 + vat | £70.00 + vat |
| Shiel & Morrisons | £24.00 + vat | £34.00 + vat |

3. There are several options available. Council could choose to provide business cards to all councillors at its own expense, to provide cards to those councillors who request them, or to provide cards at councillors expense via a preferred supplier.
4. Similarly, if council were to provide branded diaries it would have to expect to order a minimum batch size (probably 50) at a cost of between £3 and £5 per diary. Councils options are as with business cards, but the requirement to produce a minimum order makes this, in effect, an all or nothing option; it will not be possible to order simply sufficient diaries to meet the needs of a smaller group of councilors.

Recommendation

1. That members indicate their preferences to their staff.