

# Council Tax Leaflet Distribution

To provide Council with an update on the residential distribution of Council Tax Leaflets.		
<b>Recommendation:</b>		
1. Council is invited to note the report.		
	Yes	No
Does the decision involve new expenditure?		No
Is there an existing budget for the proposed expenditure (insert code)	N/A	
What procurement level is required?	N/A	
Are there equalities impacts / an equalities assessment required?		No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	N/A	
Is there a background paper or papers? (provide links below).		No
<ol style="list-style-type: none"> <li>1. Council has previously asked officers to produce a leaflet explaining Council's share of the council tax bill.</li> <li>2. Northumberland County Council no longer offer a Council Tax leaflet bill service and so officers have investigated alternate methods of organising a door drop to residential addresses in the Council's civic parish.</li> <li>3. 3 quotes have been sought and the lowest cost quote has come from Royal Mail who can offer the delivery service for £350 exc VAT.</li> <li>4. The leaflet design and print for 5,000 (A4 folded to third A4) is £300 exc vat.</li> <li>5. Royal Mail can schedule the leaflet distribution in the week commencing March 4<sup>th</sup>.</li> </ol>		
<b>Issues arising from proposal</b>		
None.		
<b>Rationale for recommendation</b>		
Not applicable.		