

**Committee: Resources**

**Date: 10 January 2023**

**Title: Information Centre**

**Purpose of Report**

Members to consider the printing of leaflets that advertise walks around Ilminster for the Information Centre.

**Recommendation:**

Members to delegate authority to officers to order the printing of the walks around Ilminster leaflets.

**Background:**

1. Over the past 15+ years, the Ilminster Forum has been responsible for the upkeep of the Information Centre that is in The Meeting House, Arts Centre on East Street.
2. During 2005, the Ilminster Forum produced Leaflets no.1-5 that gave information of 5 different walks around the town and countryside which are shown in **Appendix 9A**. In 2007, with the help of funding from Somerset County Council, the group produced Leaflet no.6. In 2008, Leaflet no.7 and in 2015, Leaflet no.8 which were new designs and are shown in **Appendix 9B**.
3. The last printing of these leaflets took place several years ago, and now the stocks of leaflets are very low, with some stocks of leaflets having been completely depleted.

**Report:**

4. The copyright for the leaflets belongs to the Ilminster Forum, and these leaflets were previously printed by Mac Printing, West Street, Ilminster who still hold them on file.
5. In discussion with officers, the Ilminster Forum agreed to allow the Town Council to get more printed as an interim measure while they will take time during 2023 to check all of the details on the leaflets and make any necessary amendments ready for a reprint in 2024.

## AGENDA ITEM 9

6. When the Town Council took over the responsibility of the Information Centre, £2,359.75 was transferred to the Town Council for the running costs of the Information Centre. Available funds currently stand at £2,059.75.
7. Using information regarding the numbers of leaflets from the Ilminster Forum and from the volunteers who look after the leaflets at the Information Centre, the expected printing costs quoted are as follows:  
  
To print leaflets 1, 2 3, 4 and 5 DL size, double sided on 350gsm silk  
500 of leaflets 1, 2, 3 and 5 and 1000 of leaflet 4 (3,000 total) £183 + VAT  
  
To print leaflets 6, 7 and 8, A4 roll folded to 6 page DL on 170gsm gloss  
paper  
1000 of leaflet 6, 7 and 8 (3,000 total) £277 + VAT  
  
On leaflets no.1, 4 and 6, the names of the schools can be removed from the  
maps for a fee of £15 + VAT  
  
Total cost: £475 + VAT (prices valid for 14 days)
8. Members may delegate authority to officers to order the printing of the walks around Ilminster leaflets or they may choose another resolution.

**Julie Earp**  
**Deputy Town Clerk**  
**January 2023**