



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Newsletter Committee**  
**held on 25th October 2018 in the**  
**Bridlington Town Councils Offices, 62 Quay Road, Bridlington**

**Present:** Councillors C Croft, Finlay & Foster.  
Minutes of the meeting were taken by Mrs King.

**11.18 Apologies for absence:**

**RESOLVED:** *Apologies were received and accepted from Councillors B Croft & Marsburg.*

**12.18 Declarations of Interest:**

- a) To record declarations of interest by any member of the council in report of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

**RESOLVED:** *There were none.*

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

**RESOLVED:** *There were none.*

**13.18 Public Participation session to include items on the agenda (two minutes per person - maximum of fifteen minutes):**

**RESOLVED:** *There were none.*

**14.18 Autumn 2018 Edition Review:**

The committee discussed the autumn edition.

**RESOLVED:** *The committee resolved that the autumn edition was very nicely put together and had received positive comments from recipients. It was noted however that there was an error in this edition and the committee and the Council will continue to ensure that future issues are error free.*

**15.18 Advertising and Sales:**

The committee discussed the selling of advertising space.

**RESOLVED:** *Due to the positive increase in advertising requests for the Town Council's newsletter the committee resolved that each edition may have to be limited to four advertisements depending on the amount of newsworthy content required.*

**16.18 Deadline dates for Winter 2018/2019 Edition:**

To ensure that the edition is prepared for printing the committee agreed deadline dates.

**RESOLVED:** *To arrange for advertising and editorial copy by Thursday 6th December 2018 to enable Council to approve at the meeting on the 12th December 2018. To arrange the distribution of the Winter Newsletter for the week commencing 24th December 2018 (or nearest date).*

**17.18 Working Group Dates:**

To ensure ease of compilation the newsletter working group agreed to meet.

**RESOLVED:** *The dates for the newsletter working group to meet are:*

- *Thursday 8th November 2018 at 10:30am,*
- *Thursday 22th November 2018 at 11am,*
- *Tuesday 4th December 2018 at 12 noon (if required).*

**18.18 Newsworthy items for Winter 2018/2019 Edition.** The Committee discussed the forthcoming edition and resolved the following regarding:

**RESOLVED:** *that the following were newsworthy items:*

- Christmas Lights
- Christmas Card Winner
- Christmas Retail Window Winner
- New Year message
- Forthcoming Events
- Flying a Flag for the Commonwealth – 11th March 2019
- Office Re-location – update information
- Elections – Register to vote
- Citizen of Honour – advertise.

Signed:



**Mayor of Bridlington**

Date: 21.11.18