

Meeting	Full Council
Date	22 nd November 2022
Report Title	Magazine Dates for Spring 2023 Issue
Agenda Reference	16
Author	Cllr Sarah McDermott

Recommendations:

1. To note the following dates and information.

Reasons for recommendation.

- There are elections in May, the Spring issue of the magazine is distributed and available during the purdah period, for this reason there will not be any contributions from Swindon Borough Council Ward Councillors.
- For the same reason, care will be taken to ensure articles submitted will not promote individual Parish Councillors.
- The deadline for confirming advertising is Wednesday 11th January 2023 – artwork is not needed until Wednesday 25th January 2023.
- The deadline for articles about the Parish Council is Wednesday 18th January 2023. This date will be put on to Councillors' calendars. The exception in the Spring issue is the centre 4 pages which is given over to the Budget & Precept reports. Assumption the budget & precept information will be ready by Wednesday 25th January 2023.
- The Deadline for external contributions is Wednesday 25th January 2023.
- Final proof, Friday 17th February 2023 – to be confirmed.
- Print version ready Wednesday 22nd February 2023 – to be confirmed.
- Print version transferred to printer Thursday 23rd February 2023 – to be confirmed.
- Printing starts Friday 24th February 2023 – to be confirmed. Once the contract has been agreed, this date doesn't change.
- Delivery to delivery agent Friday 3rd March 2023 – to be confirmed. Once the contract has been agreed, this date doesn't change.
- Delivery begins Friday 10th March 2023 – to be confirmed. Once the contract has been agreed, this date doesn't change.