

CORRESPONDENCE FILE 1

Newsletter Sub-Committee

31st May 2018

Good morning

Sorry to mess you around but I have just had it confirmed that the meeting will now take place on Friday 31st May at 10:00am, would you be able to confirm if this date is convenient for you? Don't worry if not I will probably be able to meet with you on a one to one basis on a later date if that would suit you better.

To confirm that the printing and distribution is outsourced already and there is no issue with that element. It is the preparing of the actual Newsletter that the committee have agreed to look at outsourcing. My concern is that with the best will in the world the information to be included is not always received in time of the deadline and there can be amendments taking the time to the wire, plus translation. I'm not sure how this would work for you and how this can be managed.

Kind regards

Mandy

Mandy Evans

Clerc y Dref a Swyddog Cyllid/Town Clerk & Responsible Finance Officer

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Y Lleihau Aifddefnyddio Aifgy/chu, / Reduce Re-use Recycle.

From: ^
Sent: 02 May 2018 15:24
To: ATC Clerk
Cc: ATC Deputy Clerk
Subject: Re: Town Council Newsletter

Hello Mandy

Thanks for your email. I'm very happy to attend the meeting in question if you let me know what time it is scheduled for, as soon as you know.

With regards to costings, it's going to be really difficult to put anything together until I know what it is that you want me to do. How much of the process you're looking to put out. The extent of the task. Distribution.

Numbers. Size of production. Printing runs. My feeling is that we can only really talk numbers and costings when we've had this meeting and we were clear about all the issues.

I would reiterate that I'm not looking for a fee or salary here, but rather offering my services as a volunteer. I have time to devote to such a task and am happy to commit to something, but not as a job.

I look forward to hearing from you with the confirmed time on Friday 8th June.

Best wishes

Phones Show Chat - Whatever
Works Projector Room - Chewing Gum for
the Ears

On Tue, 1 May 2018 at 13:57, ATC Clerk <clerk@abergele-towncouncil.co.uk> wrote:

Dear

It may be easier if you came to a meeting of the Newsletter committee and then you could discuss the matter with them directly. The next provisional meeting date for the Committee is provisionally booked for Friday 8th June, time to be confirmed. If you could forward me any information with regard to costs etc. in advance I would be most grateful.

Regards

Mandy

Mandy Evans

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From: [redacted]
Sent: 01 May 2018 12:53
To: ATC Clerk
Subject: Re: Town Council Newsletter

Hello Mandy

Thank you for your email and positive comments about The Valley Diary.

Might I suggest that we meet up at your office in Abergele to discuss? There are many elements involved here which we could be in danger of bouncing back-and-forth in emails for some time.

If you're in agreement, afternoons are best for me. Day of the week is not important.

I look forward to hearing from you.

Phones Show Chat - Whatever Works
Projector Room - Chewing Gum for the Ears

On Tue, 24 Apr 2018 at 15:13, ATC Clerk <clerk@abergele-to-wncouncil.co.uk> wrote:

Dear

Many thanks for your email. The layout of the attached document is very eye-catching. The Town Council have been considering outsourcing the Town Newsletter but are unsure of how feasible it would be due to the time factor of receiving the information in and sending it to print. If you could provide me with any further information regarding your time scales and costs for compiling the Newsletter I would be happy to put it to the Committee for their consideration.

Please note the Town Council issue 3 issues per year Easter, Summer and Christmas and the Town news is always bilingual.

Regards

Mandy Evans

Clerc y Dref a Swyddog Cyllid/Town Clerk & Responsible Finance Officer

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From: Mandy Evans
Sent: 24 April 2018 11:22
To: ATC Admin
Subject: Fwd: Town Council Newsletter

I just moved to Abergele having taken early retirement and am here now overseeing my parents as they get older.

I'm not looking for any paid work but rather being a volunteer - and if you follow some of the links in my two signatures, below, you can see that I'm the Editor still for the local magazine in the area I came up from. I have been doing that for 15 years. I was also a Care Manager down in Sussex, professionally, for adults with learning disabilities.

I don't have enough to do and need something more to get my teeth into. My skills are very much about administration/IT and creating copy for publishing/digital consumption. You can also see that I'm involved in podcasting regularly.

Anyway, I'm a willing volunteer! Please let me know if you'd like any help.

I attach this month's copy of The Valley Diary.

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