

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
10th FEBRUARY 2020**

AGENDA ITEM 12 - FURTHER CONSIDERATION OF A PROPOSAL FOR THE COUNCIL TO PROVIDE A MONTHLY E:BULLETIN VIA EMAILS - MIN. 63 REFERS

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

At the last meeting Members felt that E:bulletins could be a useful communication tool and agreed to defer the item to a future meeting to allow time for associated costs to be obtained.

Having undertaken some research with IT providers, Members may like to consider utilising a Mailchimp account which is free and allows up to 2,000 contacts. This can be linked to the Town Council's website whereby people can sign up to receive monthly E:Bulletins.

The E:Bulletin can be compiled by Officers over the course of each month, ready to be emailed out on a monthly basis. An example of how the E:Bulletin could look is appended to this report as **Appendix 1**.

Initially, this proposal would not incur any financial cost other than Officer time. However, if the sign up were to exceed the 2,000 free allocation from Mailchimp, a paid for service would be necessary and funding identified for this activity.

Members are therefore invited to consider if they would like to set up a Mailchimp account and if so, they are further asked to consider if they would like Officers to compile an E:Bulletin Newsletter to be emailed out to subscribers on a monthly basis.

DECISIONS

Do Members **AGREE** to set up a Mailchimp account linked to the Town Council's Website to enable E:Bulletins to be emailed out on a monthly basis?

Do Members further **AGREE** for Officers to compile a monthly E:Bulletin as shown in Appendix 1?