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**Shavington-cum-Gresty Council
Community and Engagement Committee**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

9 March 2023

To: **Members of the Community and Engagement Committee**

Dear Councillor,

You are summoned to attend the extraordinary meeting of the **Community and Engagement Committee** to be held at **7:30PM** on **Wednesday 15 March** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on January 25 2023 (attached)
4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To receive and consider the YTD financial position of the Community and Engagement Committee (attached)
6	To receive update Coronation event in May 2023 To receive a proposal with regard to community group/ 'Big Help' project. (attached)

7	To receive and consider proposal from A Capper with regards to Classic Car event.
8	To receive update on ScG Parish Council Jazz event .
8	To consider relevant subjects to be included in the next Parish Council newsletter and date for June edition
9	To receive and consider a proposal to review rules and term & conditions of social media channels owned or managed by the Parish Council. (attached)
10	To consider plan for ScG Parish Council Stall at SVFC Summer Festival
11	To receive update on ScG Christmas Festival & Carols at Christmas Events.
12	To receive quotes for the Parish council design service provider 2023-25, and to consider making a recommendation to Full Council to appoint the selected agency (attached)



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Shavington-cum-Gresty Council
Community and Engagement Committee
Main Road,
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19 January 2023

MINUTES of the meeting held on **Wednesday 25th January 2023**

In attendance: Cllr K Gibbs, Cllr B Gibbs, Cllr McIntyre, Cllr Moore
S Garner, J McIntyre, A George

ScG CE22/4/1	To receive and consider apologies for absence
	Received and accepted from Cllr Jones
ScG CE22/4/2	To note declarations of Members' interests
	None declared
ScG CE22/4/3	To confirm and sign the minutes of the Community and Engagement Committee Meeting held on December 14 2022 (attached)
	Minutes agreed & signed by Chair
ScG CE22/4/4	To consider options for coronation event in May 2023
	The information from the palace to be considered. RESOLVED: recommendation to Parish Council that the Jubilee flowerbeds are replanted with roses. An additional plaque to be added to start the mark of the reign and coronation of King Charles III. This would be on the Sunday 7 May in the morning. Should the Parish Council agree then WI could be invited to serve teas & coffee in the Village Hall. RESOLVED: Clerk has full delegated power to action this if agreed by the full Parish Council.
ScG CE22/4/5	To consider proposals from SVFC for sponsorships

	RESOLVED: SVFC to be offered half the cost of the road closure if the road is closed. The minutes are not to be made public until the Clerk has discussed this with SVFC.
ScG CE22/4/6	To note the date of the next Community and Engagement Committee Meeting - 15 March 7:30pm

Chair: Cllr K Gibbs
Clerk: S Randle
Meeting Closed 20:11

DRAFT



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Report Statement

Meeting: Community & Engagement Committee
2023

Report Purpose: To consider options for commemorating King Charles III
Coronation 2023

Version Control: v2

Author: Sara Randle

1. Report Summary

Final plan for community Coronation event in Shavington-cum-Gresty May 2023

2. Background

Shavington-cum-Gresty Parish Council committee have previously allocated a budget to community events within the next year. The budget includes an allocated amount for a Coronation event led by the Parish Council. Options were presented by the Community Manager at the January 2023 C&E meeting where Members decided to progress with a rose bed commemoration garden. Further options for the Rose Garden were presented to the Parish Council on 1 February 2022.

3. Position

The report updates members on the chosen outcome planning and costing

4. Equality Impact

Neutral.

5. Community Impact

Positive. Actions included in this proposal will increase the sense of community & actively encourage community engagement.

6. Governance

Shavington-cum-Gresty Parish Council budget.

7. Financial Impact

There would be no additional financial impact other than current community events budget allocations. Budget allocated for civic events £2600 (to include £1000 Design)

8. Resource Impact

Clerk and Community Manager time.



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The event would aim to be a community led.
Allocated budget from Community events.

9. Consultation/Engagement

Consultation from the C&E committee plus the full Parish Council has been previously sought. Community Manager will seek to gain further community involvement for the dedication ceremony residents/groups/businesses etc.. within the parish.

10. Parish Area Affected

All Parish residents and community groups to be able to view the gardens

11. Conclusions

This is an information report for members.

12. Consideration Sought

That the planning and undertaking of the event can be fully undertaken by the Clerk and Community Manager in readiness for the event in May.



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Guidance from the Palace issued Saturday 21 January 2023

Saturday 6th May

The Coronation Service at Westminster Abbey

The Coronation Service will take place on the morning, at Westminster Abbey. The Coronation is a solemn religious service, as well as an occasion for celebration and pageantry.

Sunday 7th May

The Coronation Concert at Windsor Castle

A special Coronation Concert will take place at Windsor Castle. Produced, staged and broadcast live by the BBC and BBC Studios, the Coronation Concert will bring global music icons and contemporary stars together in celebration of the historic occasion.

The Coronation Big Lunch

Neighbours and communities across the United Kingdom are invited to share food and fun together at Coronation Big Lunches, in a nationwide act of celebration and friendship. From a cup of tea with a neighbour to a street party, a Coronation Big Lunch brings the celebrations to your neighbourhood and is a great way to get to know your community a little better.

Monday 8th May

The Big Help Out

This is being organised by The Together Coalition and a wide range of partners such as The Scouts, the Royal Voluntary Service and faith groups from across the United Kingdom. The Big Help Out will highlight the positive impact volunteering has on communities across the nation.

In tribute to His Majesty The King's public service, The Big Help Out will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas. The aim of The Big Help Out is to use volunteering to bring communities together and create a lasting volunteering legacy from the Coronation Weekend.



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Shavington-cum-Gresty Coronation Rose Garden

Removal of any roses that are not at their best and the replacement of 8 roses around the centre of each of the existing flower beds.



Royal Parfuma rose to replace removed roses.
Description: Dark, sultry purple-red, old fashioned-shaped flowers with a sweet strong scent.
<https://www.garden-roses.co.uk/shop/royal-parfuma-hybrid-tea-M1443>

The existing commemorative stone for the silver jubilee will be cleaned and made good.

There will also be the addition of a new commemorative stone in the other rose bed to match the dimensions of the silver jubilee commemorative stone. Plaque to celebrate the accession to the throne. The wording on the plaque will be as follows:

'The community of Shavington-cum-Gresty planted these roses in May 2023 to commemorate the ascension to the throne of King Charles III on September 8th 2022 and his coronation on May 6th 2023.'

Costs

£212 - 16 roses @ £13.25
£440 - Removal of existing roses and replanting new
£180 - Replacement Soil
£80 -Removal of waste
£52.80 -Replacement Bark
£370 - Commemorative stone with plaque
£130 - Printing (tbc)
£30 -Refreshments
£1000 - Design/advertising

£2494.80 Project Total

Sunday 7 May. 10.45am dedication ceremony for the commemoration stone & roses followed by refreshments in the Village Hall.



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Report Statement

Meeting: Community & Engagement Committee
15 March 2023

Report Purpose: To consider a proposal to review rules and term & conditions of social media channels owned or managed by the Parish Council.

Version Control: v2

Author: Sara Randle

1. Report Summary

To consider a review of:

- (a) Criteria in place to access admin/moderator/editor rights on Shavington online Facebook pages and Shavington-cum-Gresty Parish Council Facebook pages.
- (b) The rules for the Shavington Online Community Facebook Group page.

2. Background

The Community Manager was asked to identify membership and rules for the Shavington Community Group pages for the following reasons:

- (a) The membership review is good practice and should be undertaken at regular intervals.
- (b) A rules review was requested after a number of posts were felt inappropriate for the online page but did not actually break any of the current rules of the page.

3. Position

Members are asked to consider the proposal's attached.

4. Equality Impact

Neutral.

5. Community Impact

Positive. Actions included in this proposal will help to ensure positive community engagement.

6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.



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7. Financial Impact

There would be no additional financial impact other than the administration time of members.

8. Resource Impact

Clerk and Community Manager time.

9. Consultation/Engagement

Once proposal agreed in principle, the Community Manager will proceed with Options agreed.

10. Parish Area Affected

All Parish residents and community groups are able to be involved in social media pages should they chose to.

11. Conclusions

Members are asked to review the proposal and give permission for the Community Manager to proceed with options in place.

12. Consideration Sought

Members are asked to note the report and consider the following:

- (a) Criteria in place to access admin/moderator/editor rights on Shavington Online Groups and Shavington-cum-Gresty Parish Council Facebook pages.
 - Option A -That the criteria for administrator/moderator/editor is agreed
 - Option B -That the criteria for administrator/moderator/editor is agreed with amendments.
 - Option C – To make no amendments and keep membership as it is with no criteria.
- (b) The rules for the Shavington Online Facebook Group page.
 - Option A -That the proposal's for addition to the Shavington Online Community Group rules are agreed.
 - Option B - That the proposal's for addition to the Shavington Online Community Group rules are agreed with amendments.
 - Option C – To make no amendments Shavington Online Community Group rules.

Proposal (a) To receive and consider a criteria and a review of administrator/moderator access rights and membership.

Shavington Online Community Group

Proposed criteria for Administrator status:

- Employees of Shavington-cum-Gresty Parish Council



- Community volunteers who sign agreement (reviewed every 12 months)

Shavington Online & Shavington-Cum-Gresty Parish Council

Proposed criteria for Administrator status:

- Employees of Shavington-cum-Gresty Parish Council

Proposed criteria for Analyst status:

- C & E Committee Members
- All Parish Council Members

Proposed criteria for Editor status:

- Chair of Parish Council
- Chair of C & E Committee

Proposal (b) To receive and consider an update of the current Shavington Online Community group rules

Shavington Online Community Group - Group rules

1 Be kind and courteous

We're all in this together to create a welcoming environment. Refrain from using foul language, and please treat everyone with respect. Healthy debates are natural, but kindness is required.

2 No hate speech or bullying

Make sure everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things such as race, religion, culture, sexual orientation, gender or identity will not be tolerated.

3 No promotions or spam

Give more to this group than you take. Self-promotion, spam and irrelevant links aren't allowed.

4 Respect everyone's privacy

Being part of this group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What's shared in the group should stay in the group.

5 No political orientated posts.

We do not allow politically focused posts, therefore, any post that the moderators deem as political will be removed. There are plenty of other places on Facebook to have political discussions.

6 Keep the Topic within the Parish of Shavington-Cum-Gresty

All Posts in this groups should be related to Shavington-Cum-Gresty

7 No Selling or giving away items

No items for sale or giving away. Please use other local selling or freecycling sites that are more appropriate.

8 No Duplicate Posting



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Duplicate posting on the same topic will have the most recent post removed.

9 Only Events in local community premises to be advertised

Only events taking place in the following community premises may be advertised St Mark's Church Shavington-Cum-Gresty Village Hall, Shavington Methodist Church, New Life Church and Shavington School.

10 No provocative or negative posts

An example would be gossip style posts intended to provoke negative comments. Unhelpful posts or comments will also be deleted, including those complaining about other people's fireworks or dog mess.



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Report Statement

Meeting: Community & Engagement Committee, 15.03.2023

Report Purpose: To provide Councillors with quotes for the Design Service contract 2023-2025

Version Control: v1

Author: Clerk

1. Report Summary

The report provides Councillors with quotes for the design service contract 2023-25

2. Background

On 30 April 2023 the 24 months contract with the current design service provider is going to expire.

On January 2023 the Clerk published a Call for Quotation for a new design service provider to cover the period 1 May 2023 – 30 April 2025. (Attachment 1).

The call was published on the Parish Council website. Also, 16 creative agencies were contacted and emailed a copy of the call. Of those, 3 agencies decided not to submit a quote because out-budget, 5 agencies submitted a quote and 8 agencies never replied to the opportunity.

3. Position

Members are asked to consider the 5 quotes attached and to recommend to Full Council the awarded agency for the provision of the service.

Quotes should be evaluated based on the evaluation matrix in annex 2.

Quotes had been circulated to Councillor in a separate file.

4. Community Impact

Positive: communication and transparency are essential elements for a parish council to make sure its activities are widely shared with the community, and accessible to all

5. Governance

Shavington-cum-Gresty Parish Council Financial Regulation

6. Financial Impact

Up to £12,000 for year 1 – budget for year 2 to be agreed accordingly to the quote accepted

7. Resource Impact

Clerk and Community Manager time

8. Wards Affected

All

9. Conclusions

Members are asked to note this report and to:

- a. Note the quotes, award one of the proposals and make a recommendation to Full Council
- b. Note the quotes, agreed not to award any of the proposal.

10. Consideration Sought

That the report is noted, and the awarded quote is recommended to full council for approval

Annex 1

Shavington-cum-Gresty Council Parish Council

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

20 January 2023

Shavington-cum-Gresty Request of Quotations For Creative Services

Background and context

Shavington-cum-Gresty Parish Council is looking for a supplier to help deliver its Creative Services Contract and assist in achieving its vision of ensuring all residents within the Parish are kept up to date with Parish Council news, community events and projects.

This is a two-year contract starting in May 2023, to be reviewed after 12 months.

Service specifications and expectations are attached to this document.

TIMELINE

Quotations should be returned to clerk@shavingtononline.co.uk by Sunday 5 March 2023, midnight

- Deadline to submit quotes: **Sunday 5 March 2023**, midnight
- Proposals opened: Monday 6 March 2023
- Interviews (if needed) to be held online on wc 20 March 2023
- Decision to be made Wednesday, 5 April 2023
- Contract to start: **1 May 2023**

INTERESTING BUSINESSES SHOULD SUBMIT A PROPOSAL CONTAINING

- 📄 Understanding of requirements
- 📄 Details of key personnel who will be responsible for managing and undertaking the work, including their experience and professional qualifications

- 🎬 Evidence of previous works relevant to this contract (including client details, approximate scale of work)
- 🎬 Names and contact details of two referees to whom you have provided a similar service in the last three years
- 🎬 Evidence of any membership of professionals bodies that are relevant to this contract
- 🎬 Evidence of current insurance policies and value of indemnity (as per minimum this should include public and professional indemnity and employers liability if applicable)
- 🎬 Budget

SUBMITTING YOUR QUOTE

Quotation should be submitted to:

Clerk Shavington-cum-Gresty Parish Council
Shavington-cum-Gresty Village Hall,
Main Rd, Shavington, Crewe,
CW2 5DP

Or email:

clerk@shavingtononline.co.uk

Acceptable proposal formats:

PDF

Printed/physical

Please direct any questions to Simona Garnero by email on

clerk@shavingtononline.co.uk

Creative Service Call for quotation

Specification

The purpose of this Specification is to set out the scope and requirements of Shavington-cum-Gresty Parish Council (the Parish Council) in respect of its Creative Service Contract.

Please note: the Creative Service Contract is for the design only; physical printing of assets is not covered by the contract.

Introduction

Shavington-cum-Gresty Parish Council is looking for a supplier to help deliver its Creative Services Contract and assist in achieving its vision of ensuring all residents within the Parish are kept up to date with Parish Council news, community events and projects.

Background

Over the past 8 years, Shavington-cum-Gresty Parish Council has increased its efforts to become more community focused.

The Parish Council runs and facilitates several community events throughout the year, along with a quarter newsletter delivered through every house in the parish.

This has been built up over the years in a lean and agile way, so that the Parish Council could try new methods of outreach, find out what worked well and what did not.

Shavington-cum-Gresty Parish Council has developed a number of brands with a professional design agency and this contract has now come to an end and the Parish Council are looking for a supplier to join the next step in their journey.

Shavington-cum-Gresty Parish Council owns the following brands:

- Shavington-cum-Gresty Parish Council
- Shavington-Online
- Shavington-cum-Gresty Neighbourhood Plan
- Your identity
- Shavington-cum-Gresty Community

Shavington-cum-Gresty Parish Council owns and/or manages the following online channels:

- Shavington-cum-Gresty Parish Council website
<https://shavingtononline.co.uk/>
- Shavington-cum-Gresty Parish Council FB page
<https://www.facebook.com/ShavingtonCumGrestyParishCouncil>
- Shavington Online FB page <https://www.facebook.com/shavington>
- Shavington Online FB group
<https://www.facebook.com/groups/shavingtononline>
- Shavington-cum-Gresty Village Hall FB page
<https://www.facebook.com/profile.php?id=100067358153521>

Shavington-cum-Gresty Parish Council delivers the following offline marketing materials:

- Parish Council newsletter – delivered quarterly to all households in Shavington-cum-Gresty (3,300 houses ca)
- Parish Council Remembrance Booklet – delivered to all households in Shavington-cum-Gresty
- Parish Council Christmas booklet

Tender Specification

Throughout the year there are a number of key deliverables which are fixed within the calendar year. It is worth noting that some of these require a tight turnaround to deliver on.

This includes:

- 📄 4 editions of newsletters
- 📄 Assets surrounding Remembrance Sunday in November
- 📄 Assets surrounding Christmas events in December
- 📄 Over the course of the year there are also other ad-hoc deliverables depending on what initiatives the Parish Council want to run with. This can include:
 - Ad hoc social media assets
 - Ad hoc physical assets

Please note that all assets may require up to 2 revisions.

Newsletters

To communicate effectively to all residents in the parish of Shavington-cum-Gresty the recent achievements and focuses of the Parish Council, any upcoming events and to keep residents informed of village news and ways to get involved in village life.

Remembrance Sunday Booklet

Delivered through every door in the parish, this booklet acts as an Order of Service for the service itself and ensures that residents are aware of the physical event should they wish to attend or can follow along at home using the booklet.

Remembrance Sunday assets

- a. **Remembrance Sunday social media images:** to be used on Facebook posts advertising the event
- b. **Remembrance Sunday Facebook header for Shavington-cum-Gresty Parish Council Facebook page, Shavington Online Facebook page and Shavington-cum-Gresty Community Group:** to change the tone of all of parish council's social media to Remembrance as a mark of respect.
- c. **Remembrance Sunday profile photo for Shavington-cum-Gresty Parish Council Facebook page and for Shavington Online Facebook page:** to change the tone of all of parish council's social media as a mark of respect.
- d. **Remembrance Sunday banner:** to advertise the event to members of the public who drive past Shavington-cum- Gresty Village Hall

Christmas Booklet

Christmas booklet to be used during a Christmas event

Christmas event assets

- a. **Christmas event banner:** to advertise the event to members of the public who drive past Shavington-cum- Gresty Village Hall
- b. **Christmas flyer:** advertise the event in advance to members of the public through every door in the parish
- c. **Christmas social media images:** to be used on Facebook posts advertising the event
- d. **Christmas Facebook header for Shavington-cum-Gresty Parish Council Facebook page, Shavington Online Facebook page and Shavington-cum-Gresty Community Group on Facebook:** to change the tone of all of our social media to

Christmas

- e. **Christmas profile photo for Shavington-cum-Gresty Parish Council Facebook page and for Shavington Online Facebook page:** to change the tone of all of our social media to Christmas
- f. **Christmas boards/posters:** for use at the event itself to communicate what is happening where

Ad-hoc social media assets for events throughout the year

This can change throughout the year, however, for the purpose of quoting, the graphics should be treated as independent and could be based on different themes.

Whereas the headers would be the same theme i.e., like Remembrance, but one for each brand (Shavington Online, Shavington-cum-Gresty Parish Council and Shavington-cum-Gresty Community Group) this could be (but is not to fixed to):

- 🎬 12 social media assets:
 - 🎬 3 headers
 - 🎬 9 general social media graphics to use for a Facebook post

Ad-hoc print assets for events throughout the year

This can change throughout the year, however, for the purpose of quoting, assume that each asset is entirely independent, and this could be the following (but is not to fixed to):

- 🎬 2 posters
- 🎬 2 banners
- 🎬 2 signage

Ad-hoc signage for projects throughout the year

This demand can vary each year, however, for the purpose of quoting, assume that each asset is entirely independent, and this could be the following (but is not to fixed to):

- 1 Play area signage
- 1 Building signage

All support must be delivered under the Shavington-cum-Gresty Parish Council's brands. The supplier's own brand should not be used when delivering services under this contract. The successful supplier will be asked to comply with a set of brands guidelines.

Shavington-cum-Gresty Parish Council will own the copyright and intellectual property rights of any material produced by the successful supplier as part of this contract. They shall not be used by the successful supplier at any point, unless with the permission by Shavington-cum-Gresty Parish Council.

Knowledge, skills & experience

Suppliers are required to demonstrate that they have the following knowledge, skills and experience relevant to the call:

- significant experience in the creative production of branded materials (print/promo), including engaging literature and event material. To include overseeing all elements of content creation, copywriting, photography, design
- strong experience in digital marketing including design for online assets (graphic or photo)
- experience of delivering and managing successful advertising campaign on a small budget
- an understanding of the public sector and how parish councils operate would be an advantage
- creative skills to contributing new and innovative ideas
- strong communication and people skills for articulating ideas to colleague and influencing stakeholders
- full knowledge and ability to work in accordance with relevant GDPR legislation
- flexibility and commitment

The supplier will be required to attend 1 yearly meeting with the Parish Council.

Requirement

Shavington-cum-Gresty Parish Council is inviting quotes from suitably qualified suppliers for the provision of marketing and design services. Suppliers must be able to demonstrate a proven track record in delivering similar service to public and private sector businesses and bodies. Suppliers should possess and maintain public and professional indemnity insurance and employer's liability insurance (if applicable). Evidence of current insurance policies and the limits of this policies must be provided as part of the tender submission.

Budget

The quote should be inclusive of ALL costs including monthly management/consultancy fees and budgetary cost to implement the plan

(for instance, but not limited to design, briefing, marketing consulting, yearly meeting with the council,..).

Suppliers should provide details of their proposed hourly rate when submitting the quote response

Summary of all deliverables

Please note: dates and timeline listed below are indicative. A detailed timeline will be discussed and agreed with the supplier

Asset Code	Title	Output	Size/Pages	Content delivered to partner	1st draft required for review by Parish Council	Comments on 1 st revision delivered to partner	2nd draft required for review by Parish Council	Comments on revision 2 delivered to partner	Final draft delivered to Parish Council
NL-2	Summer Newsletter	Print	A5, 48pp	Start of Wk 20	End of Wk 20	Wk 21	End of Wk 21	Wk 22	End of Wk 22
NL-3	Autumn Newsletter	Print	A5, 48pp	Start of Wk 29	End of Wk 29	Wk 30	End of Wk 30	Wk 31	End of Wk 31
NL-4	Winter Newsletter	Print	A5, 48pp	Start of Wk 46	End of Wk 46	Wk 47	End of Wk 47	Wk 48	End of Wk 48
NL-1	Spring Newsletter	Print	A5, 48pp	Start of Wk 6	End of Wk 6	Wk 7	End of Wk 7	Wk 8	End of Wk 8
RS-BO-1	Remembrance Sunday Booklet	Print	A5, 16pp	Wk 38	Wk 38	-	-	Wk 40	Wk 40
RS-SM-1	Remembrance Sunday Social Media Image	Digital	1 image	Wk 39	Wk 39	-	-	Wk 40	Wk 40
RS-SM-2	Remembrance Sunday Social Media Image	Digital	1 image	Wk 39	Wk 39	-	-	Wk 40	Wk 40
RS-SM-3	Remembrance Sunday Social Media Image	Digital	1 image	Wk 39	Wk 39	-	-	Wk 40	Wk 40
RS-SM-4	Remembrance Sunday Social Media Image	Digital	1 image	Wk 39	Wk 39	-	-	Wk 40	Wk 40

RS-SM-5	Remembrance Sunday Social Media Image	Digital	1 image	Wk 39	Wk 39	-	-	Wk 40	Wk 40
RS-SM-6	Remembrance Sunday Social Media Image	Digital	1 image	Wk 39	Wk 39	-	-	Wk 40	Wk 40
RS-FH-1	Remembrance Sunday Facebook header – ScG Parish Council	Digital	1 header image	Wk 39	Wk 39	-	-	Wk 40	Wk 40
RS-FH-2	Remembrance Sunday Facebook header – Shavington Online	Digital	1 header image	Wk 39	Wk 39	-	-	Wk 40	Wk 40
RS-FH-3	Remembrance Sunday Facebook header – ScG Community Group	Digital	1 header image	Wk 39	Wk 39	-	-	Wk 40	Wk 40
RS-PP-1	Remembrance Sunday Facebook profile photos – ScG Parish Council	Digital	1 image	Wk 39	Wk 39	-	-	Wk 40	Wk 40
RS-PP-2	Remembrance Sunday Facebook profile photos	Digital	1 image	Wk 39	Wk 39	-	-	Wk 40	Wk 40

	– Shavington Online								
RS-BA-1	Remembrance Sunday banner	Print	3m x 1m	Wk 39	Wk 39	-	-	Wk 40	Wk 40
CC-BO-1	Carols at Christmas booklet	Print	A5, 12pp	Wk 47	Wk 47	Wk 48	Wk 48	Wk 49	Wk 49
CC-BA-1	Christmas event banner	Print	3m x 1m	Wk 42	Wk 42	Wk 43	Wk 43	Wk 44	Wk 44
CC-FL-1	Christmas flyer	Print	A5, double sided	Wk 42	Wk 42	Wk 43	Wk 43	Wk 44	Wk 44
CC-SM-1	Christmas Social Media Image	Digital	1 image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-SM-2	Christmas Social Media Image	Digital	1 image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-SM-3	Christmas Social Media Image	Digital	1 image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-SM-4	Christmas Social Media Image	Digital	1 image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-SM-5	Christmas Social Media Image	Digital	1 image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-SM-6	Christmas Social Media Image	Digital	1 image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-FH-1	Christmas Facebook header – ScG Parish Council	Digital	1 header image	Wk 43	Wk 43	-	-	Wk 44	Wk 44



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CC-FH-2	Christmas Facebook header – Shavington Online	Digital	1 header image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-FH-3	Christmas Facebook header – ScG Community Group	Digital	1 header image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-PP-1	Christmas Facebook profile photos – ScG Parish Council	Digital	1 image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-PP-2	Christmas Facebook profile photos – Shavington Online	Digital	1 image	Wk 43	Wk 43	-	-	Wk 44	Wk 44
CC-CO-1	Christmas corex board	Print	A1	Wk 46	Wk 46		--	Wk 46	Wk 46
AH-1	Header 1	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision					



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AH-1	Header 2	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-1	Header 3	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-1	Social media image 1	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-1	Social media image 2	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-1	Social media image 3	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-1	Social media image 4	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-1	Social media image 5	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision



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AH-1	Social media image 6	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-1	Social media image 7	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-1	Social media image 8	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-1	Social media image 9	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-2	Poster 1	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-2	Poster 2	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision



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AH-2	Banner 1	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-2	Banner 2	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-2	Signage 1	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH-2	Signage 2	Requirement depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH - 3	Signage 1	depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision
AH - 3	Signage 2	depend on need	Depend on need	First Draft ready 5 working days from brief given Final draft delivered to council within 3 days of revision



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Annex 2

	Quote 1	- Quote 2	Quote 3	Quote 4	Quote 5
Understanding of requirements					
details of key personnels					
Evidence of previous works relevant to this contract					
Name and contact details of n.2 referees to whom you have provided a similar service					
Evidence of any membership of professional bodies					
Evidence of current insurance policies and value of indemnity	Yes	Yes	Yes	Yes	Yes
Budget					
Bonus score (0-10)					

TOTAL