



Wells City Council

Author	Haylee Wilkins
Presented By (if different)	Haylee Wilkins
Subject	Agenda Preparation
Date of report	14 th July 2025
For consideration at	Full City Council
Date of consideration	24 th July 2025

Introduction and Background






As part of ongoing review of internal practices and cost saving measures, a quick win has been identified to reduce the costs of printing associated with the publishing of agendas for all council meetings and minutes.



At present, both agendas and minutes are published on coloured paper, with different colours referencing each committee.

The cost of coloured paper per ream is anything from £7.20 - £13.00, opposed to white paper ream at £3.00. Whilst it is the intension to overall reduce printing to manage the issue at source, in support of this savings measure, printing on white paper opposed to colour, unless the item is confidential in which case pink paper would be utilise, will ultimately and significantly reduce the cost to council. Based on current printing volumes, this is expected to represent a cost saving of approximately £500.

It is however recognised, and has been referenced by Full City Council, that there is a need to quick reference between minute and agenda sets, and as such, the introduction of a small colour triangle on the headline of the agenda and minutes is proposed. This will allow at quick glance a reference to the committee, and make it easier to navigate between documents where multiple are being discussed.

An example of the headline colours associated with each committee can be seen in below.

Committee Publication	Current Paper Colour	Proposed Headline Colour
Full City Council	Green	
Finance Committee	Blue	
Planning Advisory Committee	Yellow	
Outside Spaces Committee	White	
Estates Committee	New Committee	

Staffing & Personnel Committee	Purple	
Civic & Archives Committee	New Committee	
Confidential Papers	Red	Pink paper printing

The matter was presented to Finance Committee, with their agreement to proceed being achieved.

Recommendations

Council is asked to:

1. Note the expected savings and agree the amendments to printing.