



## Rodborough Parish Council

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### **Compiler Commoner Magazine Required**

**2010-2013** 3 year contract

The Commoner is the 12 page quarterly magazine of Rodborough Parish Council.

It is distributed by volunteers to every household in the Parish plus local organisations and businesses.

An Editorial Group of Councillors, the Clerk to the Council and interested individuals decide on the theme and content of the magazine, with the Editor taking Editorial control where necessary. The Commoner magazine is delivered in the first week of the following months each year:

February, May, August and November.

The deadline for articles is the 8<sup>th</sup> of the month before delivery: January, April, July and October.

The Compiler is responsible for the lay out of the magazine and fitting the required items and adverts in to the space available and liaising with the printers and the Clerk to agree the proofs and ensuring delivery to the Parish Office by the first week of the delivery month. The Compiler also provides a copy of the magazine as a pdf for the Parish Council website.

We are currently looking for quotes for this work from suitably qualified or experienced individuals.

If you would like to quote for this three year contract please send quotes to the address below by 15<sup>th</sup> February 2010.

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*Clerk: Theresa Mansbridge, Rodborough Community Hall, Butterow West,  
Rodborough, Stroud, Gloucestershire GL5 3TZ*

Tel: **01453 762686** Fax: **01453 767514** Email: [clerk@rodborough.gov.uk](mailto:clerk@rodborough.gov.uk)