

**TAVISTOCK TOWN COUNCIL**

**BUDGET & POLICY COMMITTEE  
MONDAY 16<sup>th</sup> MAY 2022**

**USE OF COLOURED PAPER**

**1. INTRODUCTION**

- 1.1 The Council produces a range of documents (Agendas, Minutes, reports etc.) which are submitted to the Council's Consultative Groups, Committees and Council Meetings.
- 1.2 Historically various colours of paper have been used to denote which Consultative Group or Committee the documents pertain to (Council Meeting Agendas, Minutes and public reports are always on white paper), to help Members differentiate between the various bodies. Where 'confidential' items are being provided they are on bright orange paper to make them easily identifiable, as these need to be kept private from family members/shredded after reading.
- 1.3 The various colours used are as follows;
  - Town Hall & Markets Consultative Group – blue paper;
  - Whitchurch Down Consultative Group – blue paper;
  - Development Management & Licensing Committee – yellow paper;
  - Budget & Policy Committee – pink paper, with orange paper for 'confidential' items;
  - Council Meetings – white paper, with orange paper for 'confidential' items

**2. BACKGROUND**

**2.1 Potential Cost Saving**

A query was recently raised with regard the practice of using coloured paper, and whether or not there could be a worthwhile cost saving if all paperwork was printed on plain white paper. It was however recognised that all 'confidential' documents would continue to be printed on orange paper, for the reasons given above.

## 2.2 Paper Costs and Usage

Given below are the current costs of a ream (500 sheets) of each colour, together with how many reams of each colour were purchased in 2021 – 2022;

Colour	Cost per ream	How many reams purchased in 2021-2022
White	£ 3.56	80
Blue	£ 6.08	2
Yellow	£ 6.08	6
Pink	£ 6.08	2
Orange	£ 11.41	2

## 2.3 Potential Cost Saving

In view of the usage above, and the continuation of using orange paper for 'confidential' items, the potential cost saving based on last year's purchasing would amount to £ 25.20.

## 3. RECOMMENDATIONS

- 3.1 In view of the above, the Committee is asked to consider the options below for Recommendation to Council. Either;
- retain the use of coloured paper to help denote which Consultative Group, Committee or Council Meeting it refers to, due to the minimal cost saving anticipated; or
  - use white paper for all Consultative, Committee and Council Meetings (apart from orange paper remaining for 'confidential' items) in order to make a cost saving iro of the anticipated £ 25.20 per annum (based on the 2021 – 2022 purchasing of paper)

The views of the Committee are sought.

Jan Smallacombe

**ASSISTANT TO THE TOWN CLERK**

Tavistock Town Council