

Report to the Community Committee on Accessibility / Readability of the  
Faversham Town Council Newsletter

Background

At a recent Town Council meeting the print and colour of the newsletter came under consideration to ensure it was accessible for those with dyslexia.

Considerations

This is not the first time that the readability of the newsletter has been questioned. Whilst researching the best print size, colour, line spacing, paper colour etc for dyslexics other disabilities must also be taken into consideration. These include colour blindness and other sight problems, as what is suitable for one is the opposite for another.

The previous solution for this issue was to provide a plain print Word version of the newsletter on our website. This document can then be changed to the requirements of the individual, including being read out loud with the appropriate software.

Recommendations

The following recommendations are made:

1. Councillors and officers ensure that the plain print version of the newsletter is promoted.
2. The plain print version could be enhanced with the addition of the photographs with appropriate printed description.
3. In the past, Councillors have been asked to record their articles, this has not been followed up due to lack of time resources, and should be reconsidered.
4. The current printed newsletter should include telephone numbers for the Councillors and not email addresses, to ensure that all residents are able to contact their elected representatives.

Louise Bareham  
Town Clerk  
13<sup>th</sup> November 2023

Documents included with this report:

BDA Style Guide  
RNIB How to choose colour and contrast for printed materials that benefits people with sight problems