



Treasury Chambers, Parliament Street, SW1P 3AG
01-270 3000

29 February 1988

Robert Culshaw Esq
Private Secretary to the
Secretary of State for Foreign and
Commonwealth Affairs
Downing Street
LONDON
SW1

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Dear Robert,

BUDGET DAY PRESS NOTICES

As you will be aware, the Chancellor will be giving his Budget Statement on Tuesday 15 March. In handling press notices, we propose to follow the arrangements of previous years under which all press notices, including those issued by Departments other than the Chancellor's, are collated by the Treasury and issued both to the press and the House.

Your Department and others will no doubt already be considering what press notices you wish to issue on Budget Day. I would be grateful to know your intentions by close on Monday 7 March and the subject matter of any notices which you will be producing. It would also be helpful if you could let Teresa Burnhams here (270-5179) have by then a contact point (name and telephone number, together with a proxy) for any subsequent enquiry on each. All press notices should, of course, be cleared in draft with the appropriate public expenditure divisions in the Treasury as early as possible.

As you will appreciate, the Treasury will be photocopying and collating a large volume of material over the weekend before the Budget. As a consequence, I am afraid that we must ask for copies of press notices to be sent to us by no later than midday on Friday 11 March, and preferably beforehand. We will require 1835 copies in all. These should be sent to Mr M C Ralph in our Committee Section split within the package into three sets numbering 1150, 525 and 160 copies respectively.

If you are issuing more than one press notice, it would ease our handling problems considerably if they could be packaged separately.

Encl Pd - Budget



I am sending a copy of this letter to the Private Secretaries of all other Cabinet Ministers, Paul Gray (No.10), Trevor Woolley (Cabinet Office) and all Chief Press Officers.

Yours sincerely,
Maira Wallace

MOIRA WALLACE
Assistant Private Secretary