



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

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Re: 16
2/3
1 March 1990

Brian Mower Esq
Director of Information
Home Office
Queen Anne's Gate
LONDON
SW1H 9AT

Dear Mr Mower,

BUDGET DAY PRESS NOTICES

As you will be aware, the Chancellor will be making his Budget Statement on Tuesday, 20 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 as a package both to the press and to the House.

You will no doubt be considering whether your Department wishes to issue any press notices on Budget Day. I would be grateful if you would let Kate Gaseltine here (270 5666) know your intentions, the subject matter of any notices you will be producing, and a contact point (name and telephone number, together with a proxy) for any subsequent enquiry on each notice, by close on Monday, 12 March. All press notices should, of course, be cleared in draft with the appropriate divisions in the Treasury as early as possible.

We will need 1,990 copies of each press notice. These should be sent to Mr A T Flindell in our Committee Section (Room 30/G, Treasury Chambers) packaged in three sets numbering 170, 670 and 1,150 copies respectively. If you are issuing more than one press notice they should be packaged separately and clearly labelled.

In order to make the collation process easier, each notice should be hole-punched one inch from the top, one inch in from the left.



If any press notice is of more than one page in length it should be stapled.

You will appreciate that the Treasury will be collating an enormous volume of papers over the weekend before the Budget. As a consequence, it is essential that copies of press notices reach Mr Flindell by midday on Friday, 16 March, and preferably beforehand. I would be grateful if you would make meeting this deadline your personal responsibility.

I am writing in similar terms to other Chief Press Officers and have sent copies of this letter to Bernard Ingham (no.10), Paul Gray (No.10), the Private Secretaries of other Cabinet Ministers, and Trevor Woolley (Cabinet Office).

Yours sincerely,

Duncan Sparkes

DUNCAN SPARKES

Assistant Private Secretary