

## **Finance and Administration Committee – 8 March 2018**

### **Agenda Item FA1341/18**

#### **Annual Report - Progress and Planned Programme**

##### **Introduction**

On 08 February the F&A (FA1332/18):

- Noted the preliminary work done by the business plan working group towards the 2017-18 Annual Report, and
- Adopted the approach proposed for reporting the Council's expenditure in the Annual Report

On 22 February the Council (CC1386/18)

- Adopted the approach proposed for reporting the Council's activities and expenditure in the Annual Report for 2017-18

##### **Progress**

Since the Council meeting Cllrs Cole & Gallagher have fleshed out the approach and invited contributions as detailed in the attached table.

##### **Planned programme**

	Task	Date	Responsible
1	Progress review (report) at F&A	08 March	Cole & Gallagher
2	Substantial contributions for assembly	15 March	Councillors, Clerk
3	Substantial draft for FCM	22 March	Cole & Gallagher
4	Review and substantial approval	28 March	FCM
5	Final draft for F&A	05 April	Cole & Gallagher
6	Final approval	12 April	F&A
7	Completed for printing	19 April	Clerk
8	Printed for Annual Parish Meeting	26 April	Clerk

##### **Recommendations**

- That the Committee notes progress and endorses the approach and programme.
- That the Committee identifies any further items to include.
- That the Committee encourages all to contribute in a timely manner.

Cllrs Nigel Cole & Andrew Gallagher  
28 February 2018

Contributions to Annual Report

**Contributions to Annual Report 2017-18**

	Item	Person	Progress
1	List of grants awarded, to whom & what produced (2016/17 & 2017/18) (to identify benefits arising in 2017/18)	Mr Clerk	
2	List of other payments (e.g. PCSOs) that delivered benefits in 2017/18 (to identify benefits arising in 2017/18)	Mr Clerk	
3	Defibrillators	Cllr Holland	
4	Improved communications (Tweeting, Facebook, website)	Mr Clerk (Ryan)	
5	Work of the Rangers, examples (to identify benefits arising in 2017/18)	Mr Clerk, Rangers	
6	Improved steps to the Canal (what the PC did, photos)	Mr Clerk	
7	Community Bus (human interest angle)	Cllr Cole	
8	Bird Box Trail (human interest angle)	Cllr Cole (Rangers?)	
9	Sunflowers (human interest angle)	Cllr Wallington	
10	Xmas Market (& Xmas Tree)	Cllr Mitchell	
11	Wassail	Cllr Edmunds	
12	Dog Show	Cllr Edmunds	
13	Pensioner's seaside trip	Cllr Hollands	
14	Stone's Orchard	Mr Clerk (?)	
15	Dealing with Travellers	Mr Clerk (?)	
16	Chairman's Report	Cllr Saxon	
17	F&A Report <ul style="list-style-type: none"> <li>• Parish Pump</li> <li>• Weston Wood</li> <li>• Defibrillators</li> </ul>	Cllr Saxon	
18	E&A Report <ul style="list-style-type: none"> <li>• Dogs, bins, etc.</li> <li>• Stones Orchard</li> </ul>	Cllr Edmunds	
19	P&D report	Cllr Gallagher	
20	H&R compliance committee	Cllr Saxon /Mr clerk?	

Contributions to Annual Report

21	Neighbourhood Plan	Cllr Gallagher	
22	Land Transfer	Cllr Mitchell	
23	Fireworks	(?)	
24	Croxfest & Revels	Barry Grant	
25	PCSOs	Sgt Canning (?)	
26	Weston Wood	Mr Clerk(?)	
27	GDPR (impact on cost)	Mr Clerk (?)	
28	CGRA	Barry Grant	
29	History	Margaret Pomfret	
30	Costs (& benefits) of dog hygiene	Cllr Montague	
31	Councillors (list)	Mr Clerk	
32	Staff (list)	Mr Clerk	
33	Contacts, basic data	Mr Clerk	
34	Mission statement	Mr Clerk	
35	Contents list	Mr Clerk	
	Working Group Reports		
36	Council Working	Cllr Mitchell	
37	Renewal of council building	Cllr Saxon	
38	Strategic Business Plan	Cllr Cole	
	Reports from Outside Representatives		
39	Joint Committee of Parish Councils	Mr Clerk	
40	Three Rivers Environmental Forum		
41	NHS Local Representation (Community Voice)	Cllr Kaur	
42	Attendance Record	Mr Clerk	
43	Xmas lights & competition	Cllr Saxon	
etc.			