

Finance and Administration Committee – 14 June 2018

Agenda Item FA1371/18

Reflections on the Annual Report 2017-18

Introduction

The Annual Report for 2017-18 was produced in some haste at the end of the year. It became necessary to produce an Annual Report because the Parish Pump format had changed (to the Parish Pump Lite). However the consequences of the change to the Parish Pump format were not thought through. This paper sets out some of the issues.

Discussion

The Annual Report emerged from the work of the Strategic Business Plan Working Group led by Cllr Nigel Cole. The question was first discussed at the F&A on 8 Feb 2018 (FA 1322/18) and the Annual Report was completed on 25 April 2018, just in time for the APM. This timetable raised a number of issues for future consideration:

Timing:

- Preparing the Annual Report at the same time as finalising the end of year accounts puts a great deal of pressure on the office.
- There is a question whether the Annual Report has to be prepared before the Annual Parish Meeting, or could be completed afterwards.
- There is a question about the relative timing of the APM, the Annual Report, local elections and the Annual (general) Meeting of the Parish Council.

Audience & format:

- Who is the audience for a printed Annual Report?
- Do we want to print & distribute copies?
- If so, how many and where?

Content:

- Have we got the right balance between reporting what we have achieved and explaining what we are planning to do?
- Have we omitted anything that we should be reporting?

Process:

- Much of the content was “historic” in the sense that reports of council sponsored or supported events could be prepared throughout the year.
- How much of the content should be produced and “published” through the website and then compiled into the Report?

Recommendations

1. That the Council prints a quantity (possibly 500) copies and distributes them at the Revels and subsequently to places where people are likely to read them in Croxley Green, for example the library, local schools & churches, doctors and dentists

surgeries (and other healthcare practitioners), hairdressers and public houses, and to sheltered accommodation.

2. That Councillors consider whether there are any obvious omissions (for example, there is no report on assets and cash reserves to accompany the cashflow reporting)

Cllr Andrew Gallagher
05 June 2018