

## **Full Council Meeting – 28 June 2018**

### **Agenda Item CC1878/18**

#### **Annual Report 2017/18 – lessons learned for 2018/19 and Preparations for 2018/19 Report**

##### **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). A paper was taken at the F&A on 14 June 2018 (FA1371/18) including some reflections on the process. This paper proposes how we might prepare for the next Annual Report.

##### **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.

Following the successful completion of the 2017-18 Annual Report Cllrs Cole & Gallagher and the Parish Clerk have discussed their experiences and propose a number of preparatory actions to improve on the Annual Report in 2018-19.

There are a number of other issues for future consideration:

- Timing (of publication of the Annual Report in relation to the end of financial year, the Annual Parish Meeting, the Annual (general) meeting of the Council, and any elections)
- The audience for the Annual Report and the method(s) of publication (paper versus on-line)
- Content and coverage
- Preparation process (through the year, or at the end?)

##### **Recommendations**

- The Council notes the recommendations for the preparation of the Annual Report 2018-19 (Annex) and determines who shall be responsible for applying them in practice.

Cllrs Nigel Cole & Andrew Gallagher  
19 June 2018

## **Annex**

### **Recommendations for the Annual Report 2018-19**

Create a structure that flows logically:

- the here and now (staffing, list of councillors, and councillor attendance, baseline information, any updates to policy, standards and legislation – reporting on impact of GDPR would fit here)
- financial outcomes for the year
- achievements of the year but limiting detailed content to new initiatives; with repeats warranting limited reference
- intentions for the future, including the budget and the intended use of reserves

Ensure that the content is fresh, not simply a rehash of previous material

Make it shorter, less text heavy, more photos, graphics

Create a list of contents in advance based on the parish calendar to enable a track to be maintained of expected and actual submissions.

Request a write up from the leader/sponsor before each parish financed event, asking also that photos be provided at the same time (and any necessary permissions to publish are received – for example where children appear in the photographs).

Be strict enforcing production of the write up soon after each event.

Create a version that is web aware including links to text published elsewhere (for example on the website)

Omit:

- anything that is already on website
- descriptions of the committee structure and work
- working parties as boring
- policy statements such as land transfer

Ensure earlier review of proposed structure and content by Councillors

Cllrs Nigel Cole & Andrew Gallagher  
19 June 2018