

Report to Kingswood Town Council

Meeting date: 14th January 2025

Author: Charlotte Littlewood, Town Clerk

Subject: Annual Report

Purpose: To seek authority to produce an annual report, with support from two councillors and to agree a budget for its design and print.

1.0 BACKGROUND INFORMATION

1.1 The council has committed to produce an annual report in its Statement of Community Engagement, having produced a Corporate Strategic Plan in May 2024 which highlighted the work and projects the council wanted to pursue, as well as how it would do so: the link to the plan is here: [Corporate Plan](#)

1.2 The town clerk and community engagement and events officer provide regular updates to full council meetings of how they are progressing the properties as listed in the Corporate Plan. However, an annual report, is an outward facing document, for residents and local organisations, on how the council has delivered in the past year, and with its aspirations for the year ahead.

1.3 An auditor would also expect a council the size of Kingswood to have an annual report in place, and if the council ever wishes to be considered for the Local Council Award Scheme, it needs a system in place for communicating with the residents.

2.0 SUGGESTION FOR 2025

2.1 The Finance and Administration Committee has delegated authority to develop the council's corporate strategic plan, and related strategies, and to monitor the council's performance against these. Therefore, it makes sense that the Finance and Administration committee takes responsibility for the creation and publication of the Annual Report.

2.2 The council has a stock of photos that can be used for the Annual Report. The clerk has created a suggested list of content and wishes to create a first draft of a 12 page report that covers the following:

- Welcome from the Chair (introduction to councillors, thanks, partnership working with local groups, staff achievements, opportunity to get involved etc)
- What KTC does and how it shares its information (ie Community Engagement)
- Corporate Plan and our main priorities and where we are with each one
- Events – looking back with photos and looking forward with dates
- Finance – how we are doing, investing money for future projects
- Community Grant Scheme

- Clerks page (meetings, vacancies, training, planning, committees etc)
- Planning System – how we come to our recommendations and the Street naming Policy
- Dates of meetings for the municipal year
- Meet your Councillor – thumb size photo, email address and short biography
- How to get in touch, contact details etc.

2.3 However, it is preferred that the content is written with at least 2 councillors, and so a proposal is made to have 2 councillors volunteer to work with the clerk to write the first draft of the annual report, for presentation to the Finance and Administration Committee in February. For that committee meeting to consider the draft and make amendments, for a recommendation to the Full Council meeting in March 2024. If approved the Annual Report will then be published and printed in time for the Annual Assembly in May, with copies placed in public areas in Kingswood.

3.0 RESOURCES

3.1 The staff, with councillors, can write the content, but do not have the design skills to create a professional Annual Report. Therefore, they are seeking quotes from local designers who can take the content and imagery and design and set the Annual Report, as well as print the required number (as well as a copy for the website). Early indications suggest that the fee for a designer, with printing will be in the region of £1,800. If the council wishes to print more than 100 copies, then this figure will increase.

4.0 RECOMMENDATIONS

4.1 For Councillors to consider if they wish to create an annual report

4.2 To seek two councillor volunteers to assist the officers in preparing it.

4.3 To consider and agree to delegate authority to the town clerk to select an appropriate graphic designer, who will do the design, set the artwork, and print the copy as directed (quotes being sought by three companies, and to not exceed £1,800).