



# RAUNDS TOWN COUNCIL

Report to: Council 9 April 2019  
**A report on the production of the Annual Report.**

<b>Summary:</b>		
To confirm arrangements for the production of the Annual Report		
1.0	<p><b>Background.</b></p> <p>It is a requirement of the Town Councils quality status that an annual report is distributed to every household. The annual report must cover the council's financial year which covers the period from 1<sup>st</sup> April-31<sup>st</sup> March</p> <p>Raunds Town Council has produced an annual report for the last three years. Each year the quality of the report and the information provided has improved.</p> <p>The report is published both online and in hard copy.</p>	
2.0	<p><b>Working Party Meeting</b></p> <p>A working party made up of committee chairs met to discuss production of the annual report for the year ending 31<sup>st</sup> March 2019.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> <li>• as the report has grown it has become increasingly difficult to type-set and design the report in-house.</li> <li>• publication of the annual report needs to be as close as possible to the end of the financial year</li> <li>• information in the report should only cover the relevant financial year</li> </ul>	
3.0	<p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• That design of the 2019 Annual report is out-sourced</li> <li>• That all reports are submitted to the office in their final form no later than 18<sup>th</sup> April 2019, these reports can be made available at the Town Assembly</li> <li>• The final annual report will be produced as soon as the accounts have been audited.</li> </ul>	
<b>Implications:</b>		
Council objectives:	Demonstrate excellent standards of governance.	
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	Crime and disorder has been considered	X
Bio-diversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X
	- Inherent risk score:	
	- Residual risk score:	
<b>Person originating this report:</b> Kate Houlihan: Town Clerk		
<b>Date:</b> 4 April 2019		