ABERGAVENNY TOWN COUNCIL

FULL COUNCIL MEETING

WEDNESDAY 17TH JANUARY 2024

FC05/24: ANNUAL REPORT

1. PURPOSE
	1. To consider the final draft Annual Report 22/23.
	2. To consider new format, timing and construction going forward.
2. BACKGROUND

2.1 Under section 52 of the Local Government (Wales) 2021 Act it requires community councils, as soon as reasonably

practicable after the end of each financial year, to prepare and publish an annual report about the council’s priorities, activities and achievements over the previous year.

2.2 The Town Council has been producing this report regularly for 5 years. The last few have been delayed until end of the calendar year to allow for the information to be collated and translated.

2.3 The Town Council’s Communication Policy states a hard copy will be delivered to every household within the 6 wards every year. This is due for review in May 2024.

1. PROPOSAL
	1. The latest report has been branded to match the new website to ensure a consistent look across all communication platforms.
	2. The report has increased in page numbers to enable all appropriate content to be included, with up to date Councillor information and the requested pie chart breakdowns of the budgets for total transparency.
	3. The report will be produced in Welsh and English. The report will be collated so that all Welsh will be one side then flip the booklet and all English will be on the other. Translation costs are £350 plus vat for the full report.
	4. The report will go for printing once translated with a local supplier with 5000 costing £1900 plus vat
	5. The report will be embedded into the website once completed so reader software will allow full accessibility.
	6. QR codes are included to request feedback from residents if they object to not receiving a paper copy going forward, and to access the events page of our website. Councillors will need to follow up with residents after the report’s delivery to gather information on what residents wish to have going forward. This will hopefully lead to feedback on the report content so a review can be conducted before starting the next report.
	7. Annual report for 23/24 will start being collated immediately to enable the next report to be ready for circulation in the summer months to put us back into alignment with the recommended guideline form Welsh Government.
2. RECOMMENDATION
	1. To accept and approve the Annual report 22/23.
	2. To consider content and layout for the 23/24 report.