

Accounts and Regulatory Committee

Grand Jury Room, Town Hall
19 October 2010 at 6.00pm

This committee deals with

items such as the approval of the Council's Statement of Accounts, hearing and determining all appeals by employees relating to dismissal, and makes recommendations to the Council on functions such as Health and Safety and Elections.

Information for Members of the Public

Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.colchester.gov.uk or from Democratic Services.

Have Your Say!

The Council values contributions from members of the public. Under the Council's Have Your Say! policy you can ask questions or express a view to meetings, with the exception of Standards Committee meetings. If you wish to speak at a meeting or wish to find out more, please pick up the leaflet called "Have Your Say" at Council offices and at www.colchester.gov.uk

Private Sessions

Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

Mobile phones, pagers, cameras, audio recorders

Please ensure that all mobile phones and pagers are turned off before the meeting begins and note that photography or audio recording is not permitted.

Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to Angel Court Council offices, High Street, Colchester or telephone (01206) 282222 or textphone 18001 followed by the full number that you wish to call and we will try to provide a reading service, translation or other formats you may need.

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www.colchester.gov.uk

**COLCHESTER BOROUGH COUNCIL
ACCOUNTS AND REGULATORY COMMITTEE
19 October 2010 at 6:00pm**

Members

Chairman : Councillor Dennis Willetts.
Deputy Chairman : Councillor Christopher Arnold.
Councillors Jon Manning, Kim Naish, Gerard Oxford,
Nick Cope, Scott Greenhill, Sue Lissimore, Colin Mudie and
Colin Sykes.

Substitute Members : All members of the Council who are not Cabinet members or
members of this Panel

Agenda - Part A

(open to the public including the media)

Members of the public may wish to note that Agenda items 1 to 5 are normally brief.

Pages

1. Welcome and Announcements

(a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched off or to silent;
- location of toilets;
- introduction of members of the meeting.

2. Substitutions

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

3. Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

4. Declarations of Interest

The Chairman to invite Councillors to declare individually any personal

interests they may have in the items on the agenda.

If the personal interest arises because of a Councillor's membership of or position of control or management on:

- any body to which the Councillor has been appointed or nominated by the Council; or
- another public body

then the interest need only be declared if the Councillor intends to speak on that item.

If a Councillor declares a personal interest they must also consider whether they have a prejudicial interest. If they have a prejudicial interest they must leave the room for that item.

If a Councillor wishes to make representations on an item on which they have a prejudicial interest they may do so if members of the public are allowed to make representations. In such circumstances a Councillor must leave the room immediately once they have finished speaking.

An interest is considered to be prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Councillor's judgement of the public interest.

Councillors should consult paragraph 7 of the Meetings General Procedure Rules for further guidance.

5. Minutes

1 - 2

To confirm as a correct record the minutes of the meeting held on 28 September 2010.

6. Have Your Say!

(a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter not on this agenda.

7. Community Governance Review Fordham Parish Council

3 - 9

See report from the Head of Corporate Management.

8. Community Governance Review - Wivenhoe Town Council 10 - 16

See report from the Head of Corporate Management.

9. Publication of the Audited Statement of Accounts 17 - 18

See report from the Head of Resource Management.

10. Exclusion of the public

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

ACCOUNTS AND REGULATORY COMMITTEE

28 SEPTEMBER 2010

Present :- Councillor Christopher Arnold (Chairman)
Councillors Nick Cope, Scott Greenhill, Sue Lissimore,
Jon Manning, Colin Mudie, Kim Naish and Colin Sykes

Substitute Member :- Councillor Pauline Hazell for Councillor Dennis Willetts

Also in Attendance :- Councillor Paul Smith

10. Minutes

The minutes of the meeting held on 27 July 2010 was confirmed as a correct record.

11. Annual Statement of Accounts

Ms. Debbie Hanson, District Auditor, attended the meeting for this item and presented the Audit Commission's Annual Governance Report.

Ms. Hanson drew members' attention to the key messages, the unqualified audit opinion, the financial statements presented for audit free from material error, the adequate internal control environment and the adequate arrangements to secure value for money. The panel were also advised of the unadjusted misstatement in the accounts for the amount of £31,000 to be reflected in the representation letter to be signed off by the Committee Chairman and Section 151 Officer following approval by the Committee.

Ms. Hanson thanked the Council's finance team for producing a good quality set of accounts, saying she was very pleased with the progress made by the Council for a positive, well prepared approach.

Ms. Hanson concluded by recommending that the full set of accounts should from next year onward, be presented to the June meeting.

In response to Councillor Manning, Ms. Hanson said there was a statutory requirement for the committee to review a full set of accounts prior to approval, and the auditors needed to be sure that this was the case. It was accepted that more innovative ways to present the accounts to members could be done rather than the need to provide a full hard copy set of accounts for each member.

Councillor Arnold expressed disappointment at the need to provide individual printed copies to members, which is not the 'house style' anymore at Colchester.

Ms. Hanson said the auditors required evidence that members are informed about the accounts in detail, therefore a member's presentation would suffice, as would a PDF copy sent by email to members. In each case members would need to acknowledge an endorsement of the information provided.

Mr. Steve Heath, Finance Manager, presented the report Annual Statement of

Accounts, bringing to the members' attention amendments to the accounts as highlighted in paragraph 2.6 of the report.

RESOLVED that the Committee accepted the auditors report, noted the comments in the officer's covering report and approved the amended Statement of Accounts and Letter of Representation, subject to the amendments outlined in the covering report.

12. Financial Regulations Update

The report on the Financial Regulations Update was presented by Ms. Elfreda Walker, Finance Manager.

Ms. Walker said this was the first update to the Council's regulations since 2004. Members were provided with details of the amendments made within the revised regulations. The revised regulations complied with CIPFA requirements.

Councillor Manning thanked officers for providing the amendments sheet in advance of the meeting and which allowed members to observe the actual amendments made.

RESOLVED that the Committee approved the revised Financial Regulations, and recommended to Council the adoption of the revised Financial Regulations.

19 October 2010

Report of	Head of Corporate Management	Author	Sarah Cheek ☎ 282271
Title	Recommendation - Community Governance Review Fordham Parish Council		
Wards affected	Fordham & Stour		

This report concerns a request from Fordham Parish Council to increase the number of parish councillors by two

1. Decision Required

- 1.1 To approve the request from Fordham Parish Council to increasing the number of councillors by two from seven to nine.

2. Reasons for Decision

- 2.1 Colchester Borough Council received a letter from Fordham Parish Council, requesting that the council consider increasing the number of councillors by two, making nine.
- 2.2 Colchester Borough Council, as the principal authority, has the power under the Local Government and Public Health Involvement in Health Act 2007 to conduct a Community Governance Review and make certain decisions concerning parish councils in its area. This function is a non-executive function and has been delegated to this committee
- 2.3 The committee approved draft recommendations at the last meeting to increase the number of councillors, at Fordham Parish Councils request, and agreed that after considering the comments of representations and the parish councils views that the increase would help to meet the challenges of the parish council.
- 2.4 Following the publication in July of the draft recommendations no further representations were received.

3. Alternative Options

- 3.1 To retain the current arrangements of seven councillors.

4. Supporting Information

- 4.1 At a meeting of Fordham Parish Council, it was resolved that the parish would request the Borough Council to conduct a Community Governance Review, to increase the number of parish councillors from seven to nine in time for the next ordinary town council elections on 5 May 2011.
- 4.2 In support of the request, Fordham Parish Council felt that as Parish Councillors, although committed to their duties, they were not always able to attend every meeting. It was agreed that by increasing the number of members from seven to nine would significantly improve the situation and ensure that there were always sufficient councillors

present to hold meetings and to be able to conduct a healthy debate of issues arising. In the past year they had had several vacancies and this has put an undue strain on the remaining new and existing councillors. More importantly it means that there have been many worthwhile projects which they have been unable to sustain or undertake due to lack of people to champion them. It is felt that Parish Council affairs are becoming more complex as Government, County and Borough Councils devolve with more tasks and responsibilities to the Parishes. This democratisation is welcomed but does mean that there are more and more activities which have to be resourced.

4.3 This review commenced with the publication of the Terms of Reference document on the 19 March, setting out the request from Fordham Parish Council and the considerations of the Borough Council. Residents and interested parties were invited to give their views on the proposals. Information relating to the Community Governance Review was available for inspection on the Councils website and at the Council offices. The draft proposals document was made available for public consultation on the 2 August and residents were invited to comment. During the consultation all residents who made representation were informed of the draft proposal. Copies of the proposals were made available at the council offices and on the council's website.

4.4 No further representations have been received during this period.

4.5 In making the decision, the following was taken into account:

- At the last two ordinary elections in 2003 and 2007 the parish had 6 candidates for 7 seats with the final place being filled by co-option.
- There is no requirement in legislation that the number of councillors should be proportional to electorate size.
- The Parish Councils concerns over the need to provide extra support to run the business of the Parish Council
- The comments raised by the residents of Fordham

5. Proposals

5.1 That the Borough Council considers the request made by Fordham Parish Council and approve the final recommendation to increase the number of councillors by two to nine.

6. Strategic Plan References

6.1 Although there is an indistinct association to the provision of quality services provided by rural communities, there are no explicit links to the strategic plan.

7. Consultation

7.1 The following have been consulted:

- All residents in the Parish that made representation
- Notice of Draft recommendation displayed in the Parish
- Essex County Councillor for Constable Division Cllr Anne Brown
- Colchester Borough Councillor for Fordham & Stour Cllr Christopher Arnold, Cllr Nigel Chapman
- Essex County Council

8. Publicity Considerations

- 8.1 This decision will primarily affect the business of Fordham Parish Council and the ratio of councillor representation to the electorate.

9. Financial implications

- 9.1 There are no financial consequences arising from this report for the Borough Council.

10. Human Rights Implications

- 10.1 The electoral process underpins the right to democratic representation.

11. Community Safety Implications

- 11.1 There are no community safety implications.

12. Health and Safety Implications

- 12.1 There are no health and safety implications associated with this decision.

13. Risk Management Implications

- 13.1 There are no risk management implications.

Background Papers

Appendix A: Published draft proposal

**Colchester Borough Council
Community Governance Review
Draft Recommendation Fordham Parish Council**

Local Government and Public Involvement in Health Act 2007.

Introduction to the Review

Colchester Borough Council received a letter from Fordham Parish Council, requesting that the council consider increasing the number of councillors by two, making nine.

This review commenced with the publication of the Terms of Reference document on the 19 March. Residents and interested parties were invited to give their views on the proposals. Information relating to the Community Governance Review was available for inspection on the Councils website and at the offices in Rowan House 33 Sheepen Road Colchester. The Terms of Reference was intended to prompt local consideration, initial discussion and the exchange of ideas and this in turn would help the council to prepare the draft proposals.

Key stakeholder and residents were invited to make their representations and comments by 19 May 2010. Five representations were submitted.

Representations made have been summarised below

	Name	Summary of Response
1	Patricia Tams	In agreement with the increase in numbers and considers maintenance of a local Parish Council in Fordham is of paramount importance to identification and resolution of local needs and the increase in councillor numbers will enable the said Council to function more effectively.
2	Nigel Chapman	Has attended most of the meetings where the matter has been discussed and I looks forward to seeing the response from the electors and will not be commenting at this stage of the review.
3	Jenny Kay	Question regarding ratio in other parishes?
4	David Boodle	In full support of the changes. increase the number of Fordham Parish Councillors enabling a more manageable workload
5	Barbara & Michael Carter	Does not support the increase in number and concerned over the financial implications.

In support of the request, Fordham Parish Council felt that as Parish Councillors, although committed to their duties, they were not always able to attend every meeting. It was agreed that by increasing the number of members from seven to nine would significantly improve the situation and ensure that there were always sufficient councillors present to hold meetings and to be able to conduct a healthy debate of issues arising. In the past year they had had several vacancies and this has put an undue strain on the remaining new and existing councillors.

More importantly it means that there have been many worthwhile projects which they have been unable to sustain or undertake due to lack of people to champion them. It is felt that Parish Council affairs are becoming more complex as Government, County and Borough Councils with more tasks and responsibilities are placed upon the Parishes. This democratisation is welcomed but does mean that there are more and more activities which have to be resourced.

Electoral Arrangements

At present the parish of Fordham has seven members

The table below sets out comparative data which shows the council sizes and the ratios of electors to councillors for parishes of a similar size.

Electoral arrangements and levels of representation for the Parish

Parish	Electors <i>(1st March 2010)</i>	Councillors	Ratio of Electors to Councillors
Aberton and Langenhoe	812	9	90
Birch	673	7	96
Fingringhoe	657	7	93
Fordham	694	7	99
Gt Tey	775	7	110
Langham	876	7	125

Proposed Changes to the Electoral Arrangements

The council has considered the change in number of councillors. There is little guidance on the number appropriate number of councillors to represent a parish other that each parish should not be represented by less that five councillors. There is no maximum number and no rules on allocation of councillors.

However, in rural authorities with sparsity of population, even this table may not be appropriate

In recent years the council has used guidance set out by the National Association of Local Councils as a guide.

Electors	Councillors	Electors	Councillors
Up to 900	7	5,400	13
2,000	9	10,400	17
3,500	11	13,500	19

The Aston Business School also conducted research that was published in 1992 which showed the then levels of representation. It is likely that these levels of representation have not greatly changed in the intervening years.

<u>Electors</u>	<u>Councillors'</u>
< 500	5-8
501-2,500	6-12
2,501-10,000	9-16

10,001-20,000	13-27
> 20,000	13-31

There is no requirement in legislation that the number of councillors should be proportional to electorate size.

At the last two ordinary elections in 2003 and 2007 the parish had six candidates for seven seats with the final place being filled by co-option.

The concerns over the financial implications are noted but there would be no additional cost in the creating of two extra seats on the council.

There are unlikely to be any significant changes to the elector number over the next five years but the Parish Council feel the village will be better represented by increasing the number by two to nine enabling the Parish Council to deal with its affairs.

Although the number of councillor ratio is low against the NALC figures, the Ashton business school analysis clearly shows that parish councils of this size do run on nine councillors. Consideration has also been given to the concerns of the Parish to achieve a quorum at meetings to be able to undertake the business of the council.

Summary of Draft Proposals

At the meeting of the Accounts and Regulatory Committee on the 27 July 2010 the following draft proposals were approved

- That number of councillors for Fordham Parish Council is increased by two.
- The proposals will seek final approval at the Accounts and Regulatory Committee on the 19 October 2010.
-
- The reorganisation order will come into force on the 1 December 2010.
-
- It is proposed that the first election under the new arrangements will take place on the 5 May 2011.

What Happens Next

An Initial Timetable for this review was outlined in the Terms of Reference document. Due to the timetabling of committees and the demands on the Electoral Services team, not least being a parliamentary election year, a new timetable for completing the review is as follows

Action	Relevant Date
Terms of Reference are published	19 March 2010
Introductory stage – submissions are invited	22 March 2010 - 19 May 2010
Draft Proposals are prepared	July 2010
Draft Proposals are published	2 August 2010

Consultations	2 August 2010 – 6 September 2010
Final Proposals are prepared	September 210
Accounts and Regulatory Committee publishes the Recommendations	October 2010
Council publishes the Reorganization Order	December 2010

How to contact us

Should you wish to comment please contact:

Sarah Cheek
Electoral Services Manager
Colchester Borough Council
33 Sheepen Road
Colchester
CO3 3WG
Or alternatively by email: sarah.cheek@colchester.gov.uk

19 October 2010

Report of	Head of Corporate Management	Author	Sarah Cheek
Title	Recommendation Community Governance Review Wivenhoe Town Council		
Wards affected	Wivenhoe Cross & Wivenhoe Quay		

This report concerns a request from Wivenhoe Town Council to combine the two parish wards and to increase the number of parish councillors by two

1. Decision Required

- 1.1 To approve the request from Wivenhoe Town Council to combine the two parish wards and create one electoral area and to request that the number of councillors be increased by two from eleven to thirteen.

2. Reasons for Decision

- 2.1 Wivenhoe Town Council requested that a Community Governance Review be conducted with a view to combine the two parish wards, creating one electoral area and to increase the number Town Councillors by two.
- 2.2 Colchester Borough Council, as the principal authority, has the power to conduct a Community Governance Review and make certain decisions concerning parish councils in its area. This function is a non-executive function and has been delegated to this committee. Local Government and Public Health Involvement in Health Act 2007 requires that after the publication of the draft recommendation the council must make a formal decision as to whether the existing area of the parish should be altered.
- 2.3 The committee agreed at the last meeting that, after considering representations and the views of the Town Council, that there was a need to increase the number of councillors to meet the challenges of the Town council and that the combining of the two parish wards would be appropriate and easily understood by the electorate and the numbers of councillors reflect the requirements for the electorate to be equally represented. Ultimately the recommendations made in the review would bring about improved community engagement and a cohesive community. It is felt in this case that it would be more appropriate for the community to be represented as a whole.
- 2.4 Following the publication in July of the draft recommendations two further representations in support for the changes have been received.

3. Alternative Options

- 3.1 To retain the current arrangements of eleven councillors but combine the two parish wards making one electoral area.

3.2 To increase the number of councillors from eleven to thirteen but retains the warding of the Parish.

4. Supporting Information

4.1 At a meeting of Wivenhoe Town Council it was resolved to request the Borough Council to conduct a Community Governance Review to consider returning the two parish wards of Wivenhoe Cross and Wivenhoe Quay to a single electoral area for parish elections and to increase the number of parish councillors from eleven to thirteen in time for the next ordinary town council elections on 5 May 2011.

4.2 In the supporting letter from the Town Council, it states that since the present number of councillors was set in 1997, there has been a boundary change incorporating part of Elmstead Park, and an increase in development resulting in a population growth. The number of Councillors requested falls within the guidelines set by the National Association of Local Councils. The electorate currently stands at 5963.

They also request that Wivenhoe Cross and Quay parish wards to be consolidated into one ward for parish election purposes, as it was prior to 2007 local elections. They feel the existing arrangements distort the electorate and are unfair to Wivenhoe residents who are inconvenienced by the division of the wards. The Town Council also wishes to request a review of Borough wards but this is not a function of the Borough Council.

4.3 This review commenced with the publication of the Terms of Reference document on the 19 March, setting out the request from the Town Council and the considerations of the Borough Council. Residents and interested parties were invited to give their views on the proposals. Information relating to the Community Governance Review was available for inspection on the Councils website and at the Council offices. Following this process the draft proposal document was made available for public consultation on the 2 August and residents were invited to comment. During the consultation all residents who made representation were informed of the draft proposal. Copies of the proposals were made available at the council offices and on the council's website.

4.4 Following the publication of the draft recommendation two further representations have been made in support of the changes.

4.5 In making the decision, the following was taken into taken into account:

- All comments raised by the residents of Wivenhoe.
- In the last ordinary parish council election in 2007 the parish had four candidates for three vacant seats in Wivenhoe Cross and eleven candidates for eight vacant seats in Wivenhoe Quay.
- On the whole there is support of the proposed changes within the parish. The concerns over comments regarding the financial implications were noted but there will be no additional cost in the creation of two extra seats on the council or savings made by the combining of the parish wards.
- There is no requirement in legislation that the number of councillors should be proportional to electorate size.
- The Town Councils concerns over the need to provide extra support to run the business of the Council.

5. Proposals

- 5.1 That the Borough Council considers the request made by Wivenhoe Town Council and approve the recommendations as set out in the approved draft recommendations to increase the number of councillors from eleven to thirteen and to combine the two parish wards and create one electoral area.

6. Strategic Plan References

- 6.1 Although there is an indistinct association to the provision of quality services provided by rural communities, there are no explicit links to the strategic plan.

7. Consultation

- 7.1 The following have been consulted:

- All residents in the Parish that made representation
- Notice of Draft recommendation displayed within Wivenhoe
- Essex County Councillor for Cllr Julie Young
- Colchester Borough Councillor for Wivenhoe Cross Cllr Mark Cory, Cllr Jon Manning
- Colchester Borough Councillor for Wivenhoe Quay Cllr Stephen Ford, Cllr Ann Quarrie
- Essex County Council

8. Publicity Considerations

- 8.1 This decision will primarily affect the business of Wivenhoe Town Council and the ratio of councillor representation to the electorate.

9. Financial implications

- 9.1 There are no financial consequences arising from this report for the Borough Council.

10. Human Rights Implications

- 10.1 The electoral process underpins the right to democratic representation.

11. Community Safety Implications

- 11.1 There are no community safety implications.

12. Health and Safety Implications

- 12.1 There are no health and safety implications associated with this decision.

13. Risk Management Implications

- 13.1 There are no risk management implications.

Background Papers

Appendix A: Published draft recommendations

**Colchester Borough Council
Community Governance Review
Draft Recommendation Wivenhoe Town Council**

Local Government and Public Involvement in Health Act 2007.

Introduction to the Review

Colchester Borough Council received a letter from Wivenhoe Town Council, requesting a review of the Wivenhoe parish warding with a view to combining the two parish wards. They also requested that the council consider increasing the number of councillors by two, making thirteen.

This review commenced with the publication of the Terms of Reference document on the 19 March. Residents and interested parties were invited to give their views on the proposals. Information relating to the Community Governance Review was available for inspection on the Councils website and held at the offices in Rowan House 33 Sheepen Road Colchester. The terms of Reference was intended to prompt local consideration, initial discussion and the exchange of ideas and this intern would help the council to prepare the draft proposals.

Key stakeholder and residents were invited to make their representations and comments by 19 May 2010. Twenty three written representations were submitted.

Representations made have been summarised below

	Name	Summary of Response
1	Mr & Mrs Wenborn	Believe that Wivenhoe does not require two parish wards there is not a need for two additional councillors
2	Jaki Edwards	Was of the belief that the two wards were related to the fact that Wivenhoe sits half in Tendering District and half in Colchester Borough and concerned that this would involve a boundary change. Would like to be recorded as voting against these proposals
3	Ray Woodcock	As a resident since 1983 cannot see the need to increase the number of town councillors.
4	Christopher Thompson	Worked on the Town Council between 1987 – 1981 when the number of councillors was increased from 9 to 11. Felt insufficient business for 11 members therefore no justification to increase the number to 13. Fully supports combination of wards.
5	R Titchener	Supports combination of the parish wards but sees no reason to increase the number of councillors by 2. Would like to know why the increase of 18% is necessary.
6	Trevor Heath	Believes the combining of the two wards in Wivenhoe could produce cost savings and increased efficiencies. Not certain that this merger requires 2 additional Councillors
7	Jan & Dave Harrison	Fully support the proposals but has reservation that there may be insufficient members of the public to become councillors.
8	Andy Fiore	Concerns over any financial implications
9	Neil Lodge	In Support of the proposals.
10	Derek Tumber & Maryline Kaebler	In Support of the proposals.

11	Julie & Guy Ward	Support the increase in councillor numbers.
12	Roger Stirland	In favour of the re amalgamation of the two wards in Wivenhoe.
13	Gareth Howells	Would not support unless there was a clear visible/tangible evidence of an improvement in the service and in base cost of one or both parish wards.
14	Phil Ryder	In favour of combining the two wards but would like the university to be a separate entity for borough purposes giving a better reflection of local community issues. The combining of the two parish wards should give rise to increase efficiencies so cannot support the increase in councillor numbers.
15	Paul Griffith	Supports the request on the condition that the borough wards and representation remains unchanged.
16	Susan Kerr	In Support of the proposals.
17	Gill Bucke	Fully support the proposed changes.
18	Julie Young	Happy to support the Town Councils proposals.
19	Janet Smith	Agree with the proposed changes.
20	Deolinda Correia	Does not agree with the increase in numbers because of financial grounds
21	E M Wilson	Agrees with the combining of the two wards but not the need for two more councillors.
22	John Ashworth	Support the proposed changes.
23	Ray Denham	Agrees with the consolidation of the two wards but feels this should result in a reduction in numbers. Comments on the financial implications.

The Borough Councillors for Wivenhoe Cross ward and Wivenhoe Quay ward are happy with the proposals.

In support of the request Wivenhoe Town Council feel that as Wivenhoe is a close knit community the ward division is an artificial and confusing split for the electorate. They have also requested an increase in councillors to spread the work load of the Town Council which has increased over recent years. Since the present number of councillors was decided there has been a boundary change, in 1997, and a significant population growth.

Electoral Arrangements

The parish of Wivenhoe is divided into two wards and has a council of 11 members, eight in Wivenhoe Quay ward and three in Wivenhoe Cross ward.

Electoral arrangements and levels of representation for the Parish

Parish Ward	Electors (1 st February 2010)	Councillors	Ratio of Electors to Councillors
Wivenhoe Cross	1720	3	574
Wivenhoe Quay	4209	8	526
	5929	11	539

Proposed Changes to the Electoral Arrangements

The council has considered Section 95(3) of the Local Government and Public Involvement in Health Act and has given consideration to warding arrangements of parish councils. It states warding arrangement are only appropriate where it is felt that particular a area of the parish would benefit from separate representation. It is felt in this case that it would be more

appropriate for the community to be represented as a whole as this would be better understood by the electorate and the number of councillors would then reflect the requirements for every electorate to be equally represented.

The council has also considered the change in number of councillors. There is little guidance on the number appropriate number of councillors to represent a parish other that each parish should not be represented by less that five councillors. There is no maximum number and no rules on allocation of councillors.

In recent years the council has used guidance set out by the National Association of Local Councils as a guide.

Electors	Councillors	Electors	Councillors
Up to 900	7	5,400	13
2,000	9	10,400	17
3,500	11	13,500	19

With this in mind it appears reasonable to increase the numbers of councillors in line with the recommended number.

In the last ordinary parish council election in 2007 the parish had 4 candidates for 3 vacant seats in Wivenhoe Cross and 11 candidates for 8 vacant seats in Wivenhoe Quay.

On the whole there is support of the proposed changes within the parish. The concerns over the financial implications are noted but there would be no additional cost in the creation of 2 extra seats on the council or savings made by the combining of the parish wards.

Summary of Draft Proposals

At the meeting of the Accounts and Regulatory Committee on the 27 July 2010 the following draft proposals were approved

- That the wards of Wivenhoe parish are combined creating one electoral area
- The number of councillors is increased by two.
- The proposals will seek final approval at the Accounts and Regulatory Committee on the 19 October 2010.
- The reorganisation order will come into force on the 1 December 2010.
- It is proposed that the first election under the new arrangements will take place on the 5 May 2011.

What Happens Next

An Initial Timetable for this review was outlined in the Terms of Reference document. Due to the timetabling of Committees and the demands on the Electoral Services team, not least being a parliamentary election year a new timetable for completeting the review is as follows

Action	Relevant Date
Terms of Reference are published	19 March 2010
Introductory stage – submissions are invited	22 March 2010 - 19 May 2010
Draft Proposals are prepared	July 2010
Draft Proposals are published	2 August 2010

Consultations	2 August 2010 – 6 September 2010
Final Proposals are prepared	September 210
Accounts and Regulatory Committee publishes the Recommendations	30 September 2010
Council publishes the Reorganization Order	November 2010

How to contact us

Should you wish to comment please contact:

Sarah Cheek
Electoral Services Manager
Colchester Borough Council
33 Sheepen Road
Colchester
CO3 3WG
Or alternatively by email: sarah.cheek@colchester.gov.uk



Accounts & Regulatory Committee

Item

9

19 October 2010

Report of	Head of Resource Management	Author	Steve Heath ☎ 282389
Title	Annual Statement of Accounts 2009/10		
Wards affected	Not applicable		

**This report presents the audited Statement of Accounts for
2009/10**

1. Action required

- 1.1 To note the publication of the audited Statement of Accounts (SOA) for 2009/10.

2. Supporting information

- 2.1 The annual SOA for the financial year 2009/10 has now been published. Copies are being sent to elected members, business organisations and other interested parties.
- 2.2 The pre-audit draft SOA was presented to this Committee on 29 June. The accompanying reports gave information on the major items affecting the 2009/10 accounts. Following the submission of the Auditors' report to the meeting on 28 September, it was stated that a further report would be submitted when the audit opinion had been issued and the accounts published.
- 2.3 The issues raised during the audit have been discussed with the Auditor and dealt with, and the SOA agreed. On 29 September 2010 the Auditor issued an unqualified opinion that the accounts give a true and fair view of the Council's financial position as at 31 March 2010 and its income and expenditure for the year then ended. The audit has now been formally closed, and the audited accounts were published on the Council's website on 30 September 2010.
- 2.4 In submitting this report, and the earlier reports, the Council is following procedures set out in the Accounts and Audit Regulations 2003. By law the Council must publish audited accounts by the statutory deadline of 30 September and this has been achieved.

3. Strategic Plan references

- 3.1 The objectives and priorities of the Strategic Plan informed all stages of the budget process for 2009/10.

4. Financial implications

- 4.1 The publication of the audited SOA meets a statutory requirement for financial reporting and is an important part of the process to demonstrate accountability in the use of public funds.

5. Publicity considerations

5.1 The availability of the SOA will shortly be advertised in the local press.

6. Other standard references

6.1 Having considered consultation, equality, diversity and human rights, health and safety and community safety and risk management implications, there are none that are significant to the matters in this report.

Background Papers

Available on the Hub:

Draft Annual Statement of Accounts – Report to Accounts & Regulatory Committee 29 June 2010

Annual Statement of Accounts – Report to Accounts & Regulatory Committee 28 September 2010

Available in the Members' Room and on the Colchester Borough Council website:

Statement of Accounts 2009/10

