

**PROTOCOL ON PARTNERSHIPS
AND OTHER EXTERNAL ORGANISATIONS**

APPENDIX 3

FORM OF ANNUAL REPORT

Name of Organisation (1)	
Name of Representative (2)	
Meetings Attended (3)	
Comments/Annual Report (Include work undertaken, grant aid issues, current issues) (4)	
If the organisation is a recipient of Council financial support please comment on value for money and whether the objectives of providing that support are being realised (5)	

Representation - is it beneficial to Epping Forest District Council to maintain membership? (Comment please) (6)	
Do you wish to continue for a further term? (7)	

Signed _____

Name _____

Date _____

Note:

1. Where there is more than one Council representative they should agree on the content of a single report.
2. Reports should be sent to the Head of Research and Democratic Services by 1 May each year.