

Item 6 – Clerk’s Update – 7th October 2015

No. Topic & Update:

1. Skate Park

By the end of this week there will have been no further work done making it 3 weeks since any changes to the site. We have now placed the order for the cladding and the rails will start to be installed mid-week, week commencing 12th Oct.

ROSPA who inspect the site have been contacted and they are keen to see a completed project before assessing the site and signing it off for use.

The skate park as it stands now has been used considerably by locals and skaters from further away. It has become very difficult to monitor usage and dissuade them from going on site.

2. Tod’s Piece Toilets (S106 Monies)

The first payment has been made from the grant monies received. The roof has gone on and the internal fixes will now start to be done. No further payments will be made until the work is finished.

3. Newsletter

The draft newsletter was issued to you in your packs and is just waiting on some final information before being sent to print.

I propose to do two of these types of publications per annum and ultimately provide a monthly update via the website and social media to get information out to residents. More to follow on this.

Cost – A3 folded to A4 - £372.97

4. Holidays

29th & 30th October

5. Clerk Training

Nothing currently planned – but have flagged to Staffing Committee that support is needed on the new finance system ahead of the half year.

6. Priorities for October

Commence review Allotment Agreements and Usage Rules gathering allotment holder feedback on the tariff options

Bring RBS software up to date for mid-year reporting

Conclude and open skate park project – conclude funding and payment to contractor

Commence governance structure review for committees and working parties

Progress transfer of ‘lead officer’ duties for Neighbourhood Plan from Ron Simpson to me.

Start recruitment process for Park Attendant / weekend caretaker

Issue newsletter following sign off

Get estimates of on-costs for Tod’s Piece Toilets once complete

Meet with Chair of Staffing to set year ahead objectives

Continued use of voluntary worker to aid keying and establishment of key records – contact database, risk management records and allotments ownership. Electronic copy of cemeteries.

Commence rent review process for UTFC and UBC on Tod’s Piece and action any recommendations from lease review by Dep. Mayor.

Achieve a go/no go on the idea for a Christmas week market on 22nd December 2015

Present a clear view of town forums back to council before year end.

7. Priorities for October to Year End

CilCA qualification complete by end of December

Pensions provision for staff

Reach decision point on refurbishment of Town Hall

Commence review Allotment Agreements and Usage Guidelines

Commence review of Market and Town Hall user agreements and terms and conditions

Increased use of electronic media and website to support councillors in full and committee meetings – full refresh of website by end of year

Start to collate supporting material to support Local Council Award Scheme accreditation

Christmas lights – testing, replacement and installations ready for 3rd December

8. AOB In receipt of a potential claim against the council following a local residents fall on Tod’s Piece. No further update.