

**Assistant to the Town Clerk's Report July 2023**

For Council Meeting 25<sup>th</sup> July 2023

1. Key Dates for all Councillors' diaries;

Thursday 12 <sup>th</sup> October 2023	Goose Fair Lunch
Tuesday 31 <sup>st</sup> October 2023*	'Being a Good Councillor' training N.B. this is <b>mandatory</b> training for all Councillors
Sunday 12 <sup>th</sup> November 2023	Remembrance Sunday Service
Sunday 19 <sup>th</sup> November 2023	Civic Service
Monday 4 <sup>th</sup> December 2023**	Mayor's Christmas Event
Monday 15 <sup>th</sup> April 2024	Mayor's End of Term Event
Friday 26 <sup>th</sup> April 2024	Civic Ball 2024
Thursday 2 <sup>nd</sup> May 2024	Grants Presentation Evening (Grants Panel members only)

**N.B.**

- \*This is the revised date for the 'Being a Good Councillor' training (previously 11<sup>th</sup> July 2023);
- \*\*Please also note the change of date from 11<sup>th</sup> December to 4<sup>th</sup> December 2023 for the Mayor's Christmas Event

2. Recruitment of Administrative & Democratic Support Officer (ADSO)

Interviewing for the above vacancy was undertaken on Monday 3<sup>rd</sup> July, 2023. Following the interviews, I am pleased to advise that a new ADSO has been identified, and I am currently completing the recruitment process. It is hoped that the new recruit will start with the Council in either late July or early August.

3. Professional Services

The re-tendering for legal services from 2024 will be undertaken later in the year. Arrangements for the re-engagement of the Internal Auditor to the Council, and the associated work scope, are in hand.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2022 – 2023 and 2023-2024

COUNCILLOR ATTENDANCE between 20<sup>th</sup> June – 24<sup>th</sup> July 2023;

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND  <i>N.B. Councillors' names in italics indicate that these were a 'no show'</i>
Booked 5 <sup>th</sup> June 2023	Cyber Awareness Training	Virtual	SW Councils via DALC	Cllrs Ms M Ewings, A Hutton, J Irvine, T Munro, B Smith and P Ward  Cllr Mrs A Johnson – completed 6/7/2023  N.B. To be completed within 3 months of booking
Booked 5 <sup>th</sup> June 2023	Personal Safety Essentials	Virtual	SW Councils via DALC	Cllrs Ms M Ewings & P Ward  N.B. To be completed within 3 months of booking
26 <sup>th</sup> June 2023 6.00pm – 8.00pm	Chairing Local Council Meetings	Virtual	DALC	Fully booked
3 <sup>rd</sup> July 2023 6.00pm – 8.00pm	Code of Conduct	Virtual	DALC	None
10 <sup>th</sup> July 2023 6.00pm – 8.30pm	Being a Good Employer	Virtual	DALC	Cllr Mrs A Johnson
11 <sup>th</sup> July 2023 6.00pm – 8.45pm  <b>N.B. Re-scheduled to 31<sup>st</sup> October 2023</b>	Being a Good Councillor	Council Chamber	TTC/DALC	Previously booked in -  Cllrs S Hipsey, J Irvine, A Lewis, U Mann, Mrs B Moody, J Moody, P Squire, P Ward  <b>All</b> Councillors expected to attend as this is mandatory training
20 <sup>th</sup> July 2023 6.00pm – 8.00pm	Chairing Local Council Meetings	Virtual	DALC	Cllrs S Hipsey, N Martin, B Smith

## 5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 20<sup>th</sup> June – 24<sup>th</sup> July 2023;

- 13 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC, partner organisations or Mayoral events)
- 0 chargeable meeting/training session
- 0 training sessions (non-chargeable)

## 6. Property Units Update

Residential – there is currently only one vacant residential property;

- 1 Market Road – as previously reported, this property is currently being used as a welfare facility during the Town Hall works period.

Commercial - there are currently no vacant commercial properties.

A new Agreement has been reached with Barclays Bank for the installation of a pop-up unit in the Pannier Market, to replace the existing arrangements.

## 7. General including ongoing activities in the Admin Office

The Office continues to support the organisation across the range of Civic, administrative, financial and corporate activities.

Pay Award 2023/2024 - as previously advised, the Employer Side had made a full and final offer to the staff side in connection with the 2023-24 pay settlement. This amounted to an award of £1,925 (pro rata as appropriate) to those posts on SCPs 2-43, an increase of 3.88% to those posts on SCPs 44 and above. This offer has however been rejected by Unison. Unison members now have until 4<sup>th</sup> July to vote on whether or not they are willing to take strike action. Further updates will be provided, when received.

## 8. Website Accessibility update

Booking forms/schedules of charges for various Council activities are assessed on an ongoing basis and will be updated, where necessary, to ensure compliance with the regulations. Overall site compliance is reviewed annually.

Report prepared by

Jan Smallacombe (Assistant to the Town Clerk)