

## **MTC Full Council 19.1.21**

### **Report No 3 Summary Exit Report by Town Clerk**

1. **Back office work** is underway to where possible ensure a smooth exit of the outgoing Town Clerk, and a satisfactory holding situation to ensure the continuity of the core Council services and capability.
2. **Files** – all electronic files pertaining to all aspects of the Town Clerks work can be located in alphabetical order in the ‘Town Clerk’ file which all officers can access. Hard copy /project files are secured in the office and the Deputy Clerk will be appraised of these for future reference. There is some outstanding sorting of old files held in the main office for either archiving or shredding.
3. **Finance** – all finance is up to date, and the Deputy Town Clerk is in a position to ensure payments and provide financial reports as needed. **The 2021/22 precept submission was sent to Wiltshire Council on the 16.12.20.** The annual internal auditor is booked in support of the year end arrangements.
4. **Information handover** - A joint **Officer/Team Handover is scheduled for the 10<sup>th</sup> February.** A **‘Clerk Specific’ handover is scheduled for the 11<sup>th</sup> February.** **If Chairs would like to do a similar exercise they are invited to request this to the Town Clerk** to arrange a convenient time week beginning 8<sup>th</sup> February. The aim is ensuring all parties share the necessary and relevant information in relation to the Councils activities, but particularly this that have been ‘held’ by the Town Clerk.
5. **Civic Regalia and Events equipment** are now all located in the Malting Hall rear cupboards, with the gowns recently dry cleaned in the Hobbs. Event Plans are located in the Town Clerk files and the Mayors Secretary has copies of these. There is a stock of ‘Past Mayor’ badges now in the main office safe.
6. **Secure Storage and archives** are now located in the Niebull room. There is a pending task to do to transfer some of these records to the History Centre if required as circumstances allow.
7. **The Old School Room storage** cupboards have been rationalised to house such things as the Christmas decorations, emergency radios etc. All relevant officers are aware of these arrangements. Gel sacks and Hi-Viz vests for the flood response is housed in the new storage facility.
8. **Christmas Lights- planning permission has been approved for** Brackets to be fixed onto the front and Cross Hayes Lane side of Town Hall. This will need action in the summer in readiness for next November and small trees ordered in addition the existing light scheme if required.
9. **Elections** – this is currently planned for May. Contact will be made with the elections team to ensure they have the right contact details. The elections are essentially led by Wiltshire Council elections team, who also have the townhall email address for booking the Town Hall. The Town Clerk is attending a WALC election training on the 22<sup>nd</sup> January and any specific matters arising will be handed over to the Deputy Clerk or Council as needed.
10. **Premises/ Personal Licence** – the Deputy Clerk has been asked to book onto a ‘Personal Licence Training’ course which can currently be done on-line. An officer (the most senior) will need a Personal Licence to then register on the Premise Licence as the ‘designated supervisor’. Both combined are needed to sell alcohol at the Town Hall, and a

nominated officer is needed for the 'Premises Licence' to fulfil the requirements to run 'Regulated activities' in line with the licence. The Licensing officer at Wiltshire Council will be notified of the outgoing Clerks departure as this is a requirement placed upon the licence holder.

11. **Cemetery Lodge** – the Cemetery Lodge refurb is near completion, and ready for rent by the end of January. Significant work has been done to improve the property. The Council may want to consider further works to the roof in the next few years.
12. The **IT Services** contract tendering process has been staved off due to pressures of responding to Covid 19. The Council may want to revisit this aspect of the Council's operation at the right juncture; suggest June 2021, circumstances allowing.
13. **Grounds Vehicle Purchase** – it has been agreed by the Policy and Resources Committee to replace the existing works vehicle. A potential solution has been identified and a detailed report will be handed over to the relevant officers, and the Chair of the Policy and Resources Committee. This could be progressed when Lockdown measures are relaxed.
14. The **CCTV Tendering Process** has been progressed. A Policy and Resources has been scheduled for January 28<sup>th</sup>.
15. **Cloister Gardens Repair works** to the arbour, paths and benches, have been commissioned and are planned to start in February. It should be noted an application has been submitted to Wiltshire Council Community Grants Scheme for £5000 towards the cost of the works.
16. **Contract Cleaning**– a detailed report outlining the costs of the Council cleaning with future recommendations will be handed to the relevant officers, and relevant Chairs ( Cllr Ritchie, Grant and Jones) as part of the handover. With this is a piece of work to assess the sustainability of the **Cross Hayes Toilets** in terms of its annual cleaning, maintenance and repair costs to ensure the best service offer.
17. **High Street Scheme** – this will need monitoring. The relevant Wiltshire Council contacts will be handed over to relevant officers, although Cllr Ritchie, Grant and Exton are aware of the main contacts also. The general upkeep of the planters now falls to the Town Council , and a review of the schemes relevance and upkeep should be made on an ongoing basis . There is a need to plan for relocation of planters and communicate in advance to WC via Martin Rose in advance of moving planters
18. **Staffing** – all revised job descriptions have been implemented , and the team as whole are well placed to support the functions of the Council.
19. **Policies and Governance** – there is outstanding work to complete the draft Safeguarding Policy ( refer to Cllr Vandelli), and update the Standing Orders.
20. **Covid 19 measures** – all officers are appraised on Covid 19 safety measures and policies. PPE and face coverings are available ,and suppliers can be accessed by the relevant officers if needed.

Richard Spencer-Williams – Town Clerk