

Item 7 – Clerk’s Update – 3rd August 2016

No. Topic & Update:

1. Newsletter

Essentially we have continued with the same format and have gone with topical subjects for the front page, a schedule of what we have on the pad as a council for page two. A community page with some key messages and then finally the two surveys on the rear page.

The newsletter has been issued online from 1st July 2016 and will be distributed around town over the next 10 days. A detachable rear page can be returned by those that wish to respond to the survey in writing. Alternatively the community can complete the surveys online which drives an automatic update live to our website. Manual entries will be batch loaded week to week to keep the live feed topped other with all current views coming in. In the lead up to the survey key stakeholders have been engaged and kept in the loop including the action group for the Royal Oak and the Holland family who run the fair.

2. Skate Park / Tod’s Piece

Positive feedback about the work of Colin Williams our new park attendant. We are managing to keep on top of

3. Tod’s Piece Allotments

Plot 1 which has been difficult to let in recent years due to ‘mares tail’ and has been used as a bit of a dumping ground for the skate park project will be cleared and levelled with hard core to make a car standing area and turning space. Quotes being obtained to complete the work.

4. Holidays

11th & 12th August 2016 (coincides with Bill & Angie – cover arranged)
17th & 26th August 2016

5. Clerk Training

SLCC Mentor confirmed and in place.

6. Town Council Consultation – July & August

One aspect of the Spring/Summer Newsletter was the launch of the two month long consultation period. The response has been steady in terms of online submissions and paper based returns and the live feed of the results has received positive feedback – respondents are able to see their thoughts shape the overall responses ensuring a high level of transparency.

Additional feedback has been given verbally having launched the consultation to me in person at the Town Hall. These have been varied with some views not happy about the fact the questions are being asked at all to those who feel it’s a good exercise but not one to do too frequently. To help support the promotion and awareness of the surveys the following approach has been taken:

- Social media postings using the Town Council Twitter and Facebook pages
- Rutland Radio news item
- Stamford & Rutland Mercury
- Town Council website
- 2000+ newsletters

Further postings will take place during August to maintain awareness to get as many views as possible.

7. Priorities for August 2016

Agenda preparation for committees and refresh of priority schedules now the other side of Annual Council Meeting.

Draft refresh of Visions, Aims & Objectives Document

Start process for detailing an inventory and asset register for Council – in progress

Collate and update two community surveys being undertaken.

Keying of first three months of new financial year.

Re-submit CiLCA modules to SLCC

Start to finalise allotment survey feedback before returning to Amenities Committee with draft ideas

Meet new internal auditor and discuss framework in readiness for Autumn half year visit.

8. Priorities to 31st December 2016

Succession plan to be started to ensure any future handover between Clerk / Assistant Clerk can be achieved without the need for lengthy handover periods.

Draft risk framework for UTC and present at L&GP Committee ahead of adoption.

Continue with framework for allocation of Uppingham Town Centre Funds

Progress plans around funding options for Town Hall refurbishment.

Allotment renewals with new rules document and allotments fees communicated.

Pensions provision for remaining staff.

Look to start work to understand potential hours and workload for assistant Clerk.

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

Present a clear view of town forums back to council.

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

Start to prepare for tender process for CORY contract.

Tender process for Insurance Policy which expires in September 2016.

9. Meetings scheduled:

Meeting (1st August 2016 – 7:00pm) with Uppingham Town Football Club in conjunction with Cllrs. Ron Simpson and Ian Salt to cover:

- The Fair
 - Understand how UTFc could/couldn't manage a gap in fixtures to allow for the fair to operate and also recovery time of the pitch?
 - Understand how UTFc will respond to give us their views as a key stakeholder and tenant
- Football Pitch Agreement
 - Understand how UTFc wish to take this forward
- Existing Lease
 - Rent review
 - Utility costs / split for new WC

10. Additional support:

None currently planned in.

Attached are the priority schedules for committees.