

Town Clerk | Swaffham Town Council

From: Town Clerk | Swaffham Town Council
Sent: 01 April 2021 12:54
To: 'kurt oliver'
Cc: Deputy Clerk | Swaffham Town Council; Brendan Holmes; nayna24@gmail.com; kirsty031088@gmail.com
Subject: Swaffham Beech - STC resource summary

Hi Kurt,

Following our meeting last week, it is necessary for Councillors to approve the Council's contribution in terms of day-to-day staff resource/commitment to your planned project. This e-mail is a summary of the outcomes of discussion. It will sit along side your updated costs at the April Council meeting, with the objective of firming up arrangements, providing that the Council are comfortable with the finer detail.

1. DEPUTY CLERK – Claire Smith – would be the officer support to the Working Group, she will act as the link between the Group and the office. She would also have the discretion to refer matters to the Full Council or a Committee as appropriate for formal approval, if required.
2. EVENT MANAGEMENT PLANS – would be a requirement for individual events i.e. the concerts, these would be prepared by Claire, she will need background information from the Group. There might be concern that the events may not be able to control or keep the numbers under 500... It is essential that you have a Plan B, if suddenly 1,000+ people turned up.
3. MATCH FUNDING – Breckland Council have re-opened their match funding application process, which was previously suspended last year due to Covid. Cllr Ed Colman has indicated that such an application could be looked upon favourably, but the application still has to be made. Claire will make the application, she will need background detail from the Group.
4. GRANT or LOAN – clarification needs to be made at the April Town Council meeting as to whether the Town Council's £3,000 is intended to be reimbursed, or whether this is indeed a Grant? From our discussions, I would say the intention is for it to be a Loan, as the aim is to draw in funding and support so that there is a surplus of funding that can be carried forward to either the next event or next year. However, that is the best case scenario, with the worst case scenario of the £3,000 being turned into a grant, as things did not go as well as expected.
5. SEASONAL EMPLOYEE – the possibility of employing one or two, full/part-time employees for the duration of the Beech project is to be costed into your figures. The impact on the Council here is preparation of job description, advertising the post and recruitment, interviews and contractual responsibilities. These would be in conjunction with the HR Committee, and Line Managed by Claire, with assistance from the Working Group, with no individual Group member issuing instructions. There needs to be a provision in there for Claire's annual leave, planned during the 6 week Beech period – the question also needs to be clarified whether this employee required at the events too?
6. NO ON-SITE STAFF – required for the events, which predominantly would be managed by you and the Working Group. The overall Health & Safety management would need you to be the named person on the Event Management Plan, to be present for the duration of the event.
7. TEMPORARY EVENT LICENCES – need applying for, if alcohol is to be available at the events. Claire would need to do this on behalf of the Town Council.
8. VENDOR – PITCH APPLICATIONS – we have various forms available that can be adjusted to suit. A clear pricing structure needs to be agreed by the Group and we already have a transparent system of monies

coming in, being recorded in the accounts in its own cost centre and banked accordingly. We just need to establish who will be responsible for what and how the money reaches the Town Hall, when it gets to us, we know what we are doing, it is the bit before then that we just need to clarify, particularly if there is cash coming in. BACS should be encouraged as much as possible.

9. ADVANCE EXPENSES & HOW EXPENDITURE IS RECORDED – as with the money coming in, it will be recorded in the separate cost centre. Only Claire and myself can sanction any payments in between meetings, providing the Council's contribution is confirmed in April, Grants, Sponsorship or Vendor Receipts are already received, so that the expenditure is covered.
10. ADVERTISING & SOCIAL MEDIA – you stated these would be the responsibility of the Working Group, collectively and individually. However, we do have some platforms where the Town Council could assist. The monthly contribution to the Swaffham Newsletter, we have a FREE contribution which we contribute each month to the editorial. Adverts for events have to be paid for though. We can assist with Press releases, and we have procedures already in place where Claire or myself can sanction press releases, with the Mayor and Deputy Mayor, if they are going out in the name of the Council. We also have social media platforms, which could complement any work you do, to broaden the area covered. Posters etc you mentioned would be designed by a member of the group, Claire will need to make sure that ordering etc, is in line with our standard procedures for transparency and audit.
11. RISK ASSESSMENTS & INSURANCE – the standard form of risk assessments can be delegated to the Working Group, but need to be signed off by Claire. The Insurance company needs to be notified of the variety of events and the Swaffham Beech proposal, any additional costs would be allocated to the relevant cost centre.
12. STAFF INSTRUCTION – requests from the Working Group come into the Town Hall via Claire. As Deputy Clerk Claire will advise the Group on what she can and can't do, and whether anything needs to be referred to the Council or a Committee for a decision. The staff will work with the group, but no individual member of the Working Group can instruct any member of staff. The line of communication must come through Claire, and she will use her discretion and advise accordingly.
13. DELEGATION BY THE DEPUTY CLERK – whilst Claire will be the link with the Group, Claire will occasionally delegate tasks to other members of staff to carry out, but she will take responsibility for their completion.
14. DEPUTY CLERK ABSENCE – if Claire cannot make one of your planned meetings, then another member of staff will be delegated in her place as appropriate.

If there is anything I have missed, please let me know – thanks.

Best regards,

Richard Bishop
Town Clerk



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