

EAST GRINSTEAD TOWN COUNCIL

To: Chairman and Members of the Finance & General Purposes Committee.
Cllrs, Mrs Brunsdon, Hodges, Mainstone, O'Brien (Vice Chairman), Osborne, Saull, Sillitoe, Webster (Chairman), Whittaker and Wyan, Town Mayor and Deputy Town Mayor.
(Other distribution for information only)

Council Offices
East Court
College Lane
East Grinstead
RH19 3LT
Tel: (01342) 323636
Fax: (01342) 327823
towncouncil@eastgrinstead.gov.uk

14th June 2012

Dear Sir/Madam,

Your attendance is requested at a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE to be held in the COUNCIL CHAMBER, East Court on THURSDAY, 21st JUNE 2012 at 7.00 p.m. Where possible please clarify any points or raise questions before the meeting with the Clerk to ensure an answer can be given. Please note that the report to supplement the agenda has been emailed to your official town council email address (and is posted on the Town Council website). Please print and bring those papers to the meeting, should you have any difficulty please address this with the Clerk prior to the day of the meeting.

Yours faithfully,



J W Holden,
Town Clerk.

A G E N D A

- 1 Public Question Time. The public are welcome to ask questions of the Committee on matters that are within the Committee's remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.
- 2 To commence not later than 7.15 p.m. - Apologies for absence.
- 3 To receive the Minutes of the meeting held on 22nd March 2012 and 14th May 2012.
- 4 Any matters arising from the minutes not covered elsewhere on the Agenda
- 5 To receive any Declarations of Prejudicial and Personal Interest.

Items to receive / discuss

- 6 To receive the accounts for March, April and May 2012 (Min. 352 22.3.12).
- 7 Town Council Finances - Position Statement (Min. 353 22.3.12)
- 8 Performance Indicators (Min 354 22.3.12).
- 9 Neighbourhood Plan Working Party (Min. 357 22.3.12)
- 10 Sir Archibald McIndoe Memorial Statue
- 11 Representation of East Grinstead in Local Media
- 12 Councillors' Allowances

Items for decision

- 13 To receive any recommendations of Committees
- 14 Statement of Annual Accounts
- 15 Approval of Internal Audit Plan and Annual Review of Effectiveness of Audit
- 16 Appointment of Working Parties 2012/13
- 17 To appoint Trustees to Charities
- 18 Staffing Review
- 19 Any other Urgent Business to note

NB The next meeting of the Committee will be held THURSDAY 20th September 2012 at 7.00pm

EAST GRINSTEAD TOWN COUNCIL

To: All Members of the Finance & General Purposes Committee (21.6.12)
(Other distribution for information only)

Agenda item 6 : TO RECEIVE ACCOUNTS FOR MARCH, APRIL AND MAY 2012

Members are asked to note the account entries and the schedule of capital payments incurred during 2011/12 titled as Appendix A on separate PDF document.

Agenda Item 7: TOWN COUNCIL FINANCES – POSITION STATEMENT (Min 352 22.3.2012)

Members are asked to note that the balances on the various Town Council accounts at 13th June 2012 were, rounded to the nearest £, as below. (L.Y.£880,519)

	Revenue	Capital	Total
	£	£	£
Natwest Direct Res-on demand 1.4%	212,675	123,126	335,801
Santander Time Deposit 18 mths 2.29%	50,000		50,000
NatWest Capital Reserve – on demand		97	97
Natwest Current – on demand	6,008	617	6,625
RBS Term Deposit 36 mths 3.85%	250,000		250,000
Natwest Term Deposit 18 mths 3.00%	150,000		150,000
Natwest Term Deposit 12 mths 3.25%	175,000		175,000
Total	843,683	123,840	967,523

Agenda item 8 : PERFORMANCE INDICATORS

Details of Performance Indicators in respect of responsibilities falling under the purview of Finance & General Purposes Committee are set out below for the period March, April and May 2012 inclusive. The comparable figures for the same months in 2011 are shown in brackets alongside.

Members are asked to note this report.

Item	March	April	May
Invoices paid within 30 days	n/a (95%)	99% (94%)	97% (95%)
Total staff sickness in days	5 (23)	19 (2)	4 (11)

Agenda Item 9: NEIGHBOURHOOD PLAN WORKING PARTY

Since the last meeting the Neighbourhood Plan Steering Group have met three times. In April they elected Cllr Webster as the new Chairman thanking Cllr Mrs Brunson for her valued input for the first year of the project. Discussions surrounded the formation of the third survey (Housing and Infrastructure that was launched on 25th May) and a brief for a consultant to write the neighbourhood plan. The closing date for bids to undertake this work is 26th June.

The group also submitted the request that the whole Parish be recognised by the District Council for the basis of a neighbourhood plan and this application along with others from several other parishes in Mid Sussex has been published on the Town Council Website. This was a required step in the NP process.

The Group are awaiting a date for a three their meeting to be called to discuss the results of the Atkins study and the way forward on this. It is hoped that this will be late June early July as following this meeting the report will hopefully then be released in to the public domain.

A further report will be tabled at the meeting by the Chairman who will give initial feedback on the third survey which will have closed to the public on 18th June.

Members are asked to note this progress.

Agenda Item 10 : SIR ARCHIBALD MCINDOE MEMORIAL STATUE

The Town Clerk was approached a few months ago by a group setting up a committee to raise funds for the commission and building of a statue to Sir Archibald McIndoe to be placed in the town as there is currently no recognition of his international reputation. The Town Clerk along with Stuart Scholes (EGBA), Jacquie Pinney (Blond McIndoe) and Sir Archibald's daughter Mrs Adonia Montford-Bebb have become the nucleus of a committee to consider the project.

Martin Jennings a renowned sculptor of such works as the John Betjeman statue in Paddington Station has readily agreed to work on the statue as his father was treated at the QVH for burns and he feels a connection to the project. He visited the town at the beginning of the year to consider potential sites for the statute and he agreed that the best positioning would be in front of Sackville College on the strip of land by the trees. This placing would be on the route that Sir Archibald would have passed on his journey between home and the QVH while he worked there. Other sites were considered but this was felt to be the best one as it would be a link with the Town and as statues act as tourism attractions would be set in a good vantage point with regards to complimenting other sights in the town. Sackville College Trustees have indicated that they are happy with the proposal for the placing of the statue outside of the College.

The Statue and any landscaping will be funded through an international appeal, the Town Council is not being asked to fund it. However once the statue is in place it would need to be maintained (cleaning and landscape maintenance) and it would be appropriate that it could be gifted to the Town Council who would then take ownership and responsibility for ongoing maintenance.

The Town Clerk has liaised with Mid Sussex District Council who have indicated that they would grant a licence for the siting of the statue on the strip of land indicated. However this will be subject to planning permission. The Town Clerk has further discussed the possibility of applying for Section 106 public art monies to help with the project costs.

The committee is asked to instruct whether they would support this project and appeal further by the agreement that once built they would take over responsibility for the statue and future care of the landscaping in the area it is situated.

Agenda item 11: REPRESENTATION OF EAST GRINSTEAD IN LOCAL MEDIA

Members raised concern at the last council round that the press have represented East Grinstead in a poor light by concentrating on negative stories. The view by several members was voiced that should a prospective business or family be looking to move in to East Grinstead, the local press may dissuade them from doing so by reflecting an unbalanced position.

The Leader of the Council has had meetings with the Editor of the local newspaper, submits a bi-weekly column and has appeared on Meridian FM on different occasions. However the concern remains that the projected image could be damaging. Members will recall the Sunday Telegraph last year citing East Grinstead as the "Death of the High Street".

The Town Clerk issues press releases as appropriate in discussion with the chairmen of committees and the Leader of the Council, however press releases are not guaranteed to be picked up there is a high proportion of releases that are reported by the press.

Members views and instructions are sought.

Agenda Item 12: COUNCILLORS ALLOWANCES (Min 290 26/01/2012)

The allowances payable to Councillors (other than the Town Mayor) are those that were formally approved by Finance and General Purposes on 26th January 2012. These cover all travel within the civil parish of East Grinstead, costs of postage, costs of telephone calls and computer costs (hardware and software). At that meeting Councillors agreed to include an additional claim for child care costs. In 2011/2012 financial year the basic allowance was £1,030 per Councillor.

In 2011/2012, 15 of the 18 Councillors claimed an allowance with the other three members making no claim. Details are as follows:

Councillor Mrs Beckford - £1,030
Councillor Mrs Belsey – No claim
Councillor Mrs Bennett – £1,030
Councillor Burns – No Claim
Councillor Mrs Burns - No Claim
Councillor Mrs Brunson - £1,030
Councillor Favor - £1,030
Councillor Hodges - £1,030
Councillor Mainstone – £1,030
Councillor O'Brien - £1,030
Councillor Osborne - £1,030
Councillor Saull - £1,030
Councillor Scott- £1,030
Councillor Sillitoe- £1,030

Councillor Sweatman - £1,030
Councillor Webster- £1.030
Councillor Whittaker– £1,030
Councillor Wyan - £1,030

The Town Mayor in 2011/2012 civic year was Councillor Saull. He represented the Town Council in his official capacity at official engagements, excluding Council and Committee meetings. The allowance for the post, which provides for all mileage costs and purchase of tickets for events, was approved by the Town Council at £1,270 for the year.

At the meeting of the Finance & General Purposes Committee on the 26th January 2012 it was resolved that the elected members of East Grinstead Town Council who wish to claim an allowance in 2012/2013 may do so at the rate of £1,030 for the year.

At the meeting of the Finance & General Purposes Committee in January 2013 members will be invited to set the rate of allowances for the ensuing year to 31st March 2014.

Members are asked to note this information report.

Agenda item 13:RECOMMENDATIONS FROM STANDING COMMITTEES

The recommendation from the Public Service Committee concerning Youth Service delivery is dealt with at agenda item 15.

Agenda Item 14: STATEMENT OF ACCOUNTS – ANNUAL RETURN 2011/2012 (Min 69 23/06/2011)

The Accounts and Audit Regulations 2011 require relevant bodies of our size to complete an Annual Return which is attached as Appendix B herewith. The return is submitted to the external auditors by the 30th June having been approved by full council. As 'Section 1 of the Annual Return – Accounting Statements' gives only an eight number summary of the council's financial operations your officers produce a supplementary unaudited Statement of Accounts which presents in more detail the financial position of East Grinstead Town Council and its income and expenditure for the year. This is attached as Appendix C herewith.

The attached return has been signed off by Paul Hartley, our internal auditor, who has completed 'Section 4 – Annual internal audit report'.

It is a statutory requirement that the members take responsibility for ensuring that there is a sound system of internal control and give answers to nine questions in 'Section 2 – Annual governance statement'. Mr Male has prepared the following notes in order to assist council's consideration of the Annual Governance Statement. Council is required to answer 'Yes' or 'No' to each of the statements 1 to 9 below. In the event of a 'No' response, explanations have to be provided to the external auditor together with a description of the action that is being taken to address the weakness identified.

1. We have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.

The Statement of Accounts has been certified by the Responsible Finance Officer and the Internal Auditor (Annual internal audit report).

2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

The council's system of internal control is designed to manage risk to a reasonable level. Key elements of the internal control environment include:

Standing orders

Establishment of policy and decision making committees.

Performance plan and budget reviews.

Local code of corporate governance.

Local council risk system.

Scrutiny groups.

Staff training - Investors in People.

Monitoring officer

Internal audit

External audit

3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.

The Monitoring Officer and Internal Auditor constantly review legislative processes to ensure compliance and take action to overcome identified areas of non-compliance. Standing orders and Financial Regulations are reviewed regularly and Scrutiny Groups are set up to monitor areas of significant change.

4. We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Compliance with year-end statutory requirements is prompted and monitored by the external auditors. Annual Reports including Financial Statements are available for inspection on the council website throughout the year.

5. We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

A local council risk system is used to identify and prioritise risks facing the council. Reports detailing actions taken and persons responsible are reviewed twice a year by council. The Internal Auditor also independently reviews the effectiveness of actions and controls.

6. We have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness.

The internal auditor is reappointed by council annually and the annual internal audit report is reviewed by council. An annual audit plan is agreed by council at the commencement of each year and the effectiveness of internal audit is incorporated in the annual review.

7. We have taken appropriate action on all matters raised in reports from internal and external audit.

Management responses and actions taken are recorded as part of the annual audit reports from internal and external auditors which are reviewed by council.

8. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the statement of accounts.

The Clerk/RFO review and accrue for any material known or contingent liabilities at the year-end.

9. Trust funds - in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the funds/assets, including financial reporting and, if required, independent examination or audit.

The Internal Auditor has certified that the council has met its responsibilities as a trustee. Reports are reviewed during the year by the Trustees and annual returns are submitted to the Charity Commissioners.

Members are asked to approve the Annual Governance Statement, the Annual Return and the Statement of Unaudited Accounts for the year ended 31st March 2012.

Agenda Item 15: APPROVAL OF INTERNAL AUDIT PLAN AND ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT (Min 70 23/06/2011)

Mr Paul Hartley , our internal auditor, has submitted the following report:

INTERNAL AUDIT REPORT FOR YEAR 2011-2012

I visited the Council Office on 22 August 2011 to commence the Internal Audit process for 2011-2012. A further visit was made on 6 March 2012, and a final visit was made on 21 May 2012 to check the year-end figures and to complete the Annual Return.

The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit Plan, unless

these relate to a Section 4 heading. Recommendations are shown in **bold and underlined**, and any responses from Council have been added in *italics*.

A. BOOKS OF ACCOUNT

The Natwest Bankline system is now used for the majority of payments, with use of manual and computer cheques considerably reduced. Accounting entries are made weekly and balanced by the RBS Omega system.

VAT is identified by the RBS system, and VAT returns are made quarterly, using the online facility.

B. FINANCIAL REGULATIONS

Revised Standing Orders and Financial Regulations were adopted in June 2010.

Reference to Power under which expenditure is approved is only shown in Minutes for exceptional items.

Purchase and payment authorisations are generally satisfactorily controlled, with two Members being involved in the release of Bankline payments and signing of cheques, after checking and coding of invoices by budget holder. **Some invoices were found to have only one initial/signature, however, and this should be monitored.**

EGTC: Noted

Two Members now also sign off inter-account transfers.

Procurement Strategy was reviewed in September 2010, and a satisfactory policy framework is in place.

Council is eligible to use Power of Well being, and as such, use of S.137 would be expected to be minimal. However, some payments have still been designated as being paid under S.137. This should be reviewed for 2012-2013 – in particular expenditure for Tourism and Newsletter are covered by other powers.

The cumulative effect of several contracts with one supplier is understood and monitored.

C. RISK MANAGEMENT

Generic and site-specific risk assessments are in place, and a comprehensive record is maintained using LCRS.

The annual review was approved by F&GP on 22/9/11.

Fidelity cover has been increased to £600k. under the 3 year insurance agreement with Aviva from 31/8/10.

Separate IT and Health & Safety audits have been carried out, and all recommendations have been actioned or will be shortly.

A new H&S policy document has been introduced in February 2012.

A new procedure whereby staff working alone at evening functions sign off via a call centre will be introduced.

D. BUDGET & PRECEPT

The process started in October 2011, in conjunction with work on a Business Plan for the year, and has led to a comprehensive review with a resultant 3% increase in precept.

No use of reserves for revenue expenditure will be made in 2012-13.

Work continues on a plan, which should dovetail with the relevant parts of the Neighbourhood Plan, for the remainder of the four-year administration.

E. INCOME

Rental tariffs and cemetery fees were reviewed October 2011 for introduction in April 2012.

Income is regularly monitored against budget, and debtor control is good.

Invoicing and cash handling procedures, including for the market, are all satisfactory.

F. PETTY CASH

A £200 float is kept in a safe, with £100 at the tourism desk in the Library. Maximum expenditure is £25 per item. Satisfactory controls and reimbursement procedures exist, with authorised and coded vouchers being used for each item.

VAT is correctly picked up by the RBS system.

There is no petty cash income.

G. PAYROLL

The Sage payroll system is used effectively, and staff are paid according to NALC/SLCC scales.

All necessary procedures are properly carried out and end-of-year returns for 2010-2011 were correctly submitted.

Staff contracts and up to date Job Descriptions are in place for all posts.

Sickness is properly monitored and recorded.

Staff expenses are correctly authorised, with some smaller amounts being paid through petty cash.

Members' allowances are processed through the payroll system, with amounts set at slightly less than the MSDC recommended levels. The Town Mayor receives the standard Member's allowance, plus mayoral expenses on a re-imbursment basis as per the old system.

H. ASSETS AND INVESTMENTS

The asset register and equipment inventory are up to date, and regularly reviewed for insurance purposes.

All properties were externally re-valued in 2010.

Off-road motor vehicles are correctly insured.

I. BANK RECONCILIATIONS

All accounts, including investment deposits, are subject to weekly reconciliation, with random checks by members.

It is recommended that Member checks should be scheduled on a regular quarterly basis.

EGTC: Noted

J. YEAR END ACCOUNTS

Figures for the Annual Return have been correctly extracted from the accounting system, and bank reconciliation at 31 March 2012 has been checked.

Supporting Financial Statements have been prepared on the same basis as previous years, including depreciation on some fixed assets. The appropriateness of this will be reviewed in the future.

K. TRUSTEESHIP

Separate accounts are maintained for Parish Halls, and these are subject to independent examination.

The accounts for Chequer Mead are audited externally, but it is recommended that an Internal Audit process be introduced to monitor working practices, especially cash handling.

EGTC: This has now been implemented.

OTHER ITEMS

The Internal Audit Plan includes the following items:-

CRB/ISA compliance – Still awaiting government decisions on the scope of the revised system. Consideration is being given to the desirability of CRB checks for outside staff in future.

Procurement procedures - are satisfactory. The possibility of cumulative contracts contravening Financial Regulations is carefully monitored.

Council policies including FOI – are up to date.

A new Health & Safety policy has been introduced.

All expenditure is reported publicly in Minutes, so the £500+ requirement is satisfied.

Most aspects relating to equality are met – **process in relation to hirers needs to be checked.**

EGTC: We are satisfied with our procedures in this respect.

Disciplinary & Grievance procedures are reviewed by Peninsula under the personnel service contract.

Data protection registration is renewed annually.

Establishment review – has now been carried out.

Cash handling procedures – see section E.

Charities – awaiting final decision on future of Parish Halls. Chequer Mead internal audit and staffing review have now been carried out.

Paul Hartley
Internal Auditor
22 May 2012

The Internal Audit Plan for the year 2012/13 comprises two main areas – the 11 minimum tests recommended in the statutory guidelines which are repeated each year. These are not listed here but are available from Mr Male on request.

Additional testing is normally specified by the council if it has a one-off area where there may be internal or legislative change. In this way officers can ensure that council practices, particularly in the areas of Employment and Health & Safety remain compliant. Mr Hartley's report comments on the 'Other items' which he reviewed in the 2011/12 year.

Members are asked to note and/or instruct accordingly, particularly in regard to items of additional testing which they may require to be added to the Internal Audit Plan for 2012/13..

Agenda item 16: APPOINTMENT OF WORKING PARTIES FOR 2012/13

In 2011/2012 the Town Council had four working parties, dealing with the Parish Halls, Diamond Jubilee, Neighbourhood Plan and Consultation responses; the first reporting to the Charities Committee, the second to Amenities and Tourism and the others to this Committee. It is up to this Committee to recommend to Council as to any Working Parties it wishes to see established for 2012/2013 either on an ongoing basis or on a task and finish basis. There is a recommendation from the Public Services Committee for a group to be set up concerning Youth Service Delivery.

It has been recommended

That the Neighbourhood Plan Working Group continue to meet for the production of the Neighbourhood Plan. The Committee membership currently comprises; Cllrs Mainstone, O'Brien, Webster and Whittaker.

That the Parish Halls Working Group continue to be called as necessary. The group for 2011/12 comprised: Cllrs Mrs Beckford, Favor, Hodges, Osborne, Whittaker,

That a Working Group be set up to explore the delivery of Youth Service in the town. This working party would consider the need, the facilities and the delivery method that they would wish to support; allowing a timetable to include the possibility of

transferring the Wallis Centre to EGTC should this be the favoured course of action. The Chairman of the Public Services Committee will nominate the membership.

That a Working Group be continued to consider consultation responses from various bodies. The Group will constitute the Chairman and Vice Chairman of Finance and General Purposes, the Chairman of Planning, the relevant standing committee chairman to the subject matter and one other member (Cllr Sweatman in 2011/12).

Committee are asked to make appropriate recommendations to Council.

Agenda Item 17: APPOINTMENT OF CHARITY TRUSTEES (Min 71 23.06.11)

The current trustees of the Henry Smith's Charity, Sidney Betchley Charity and John Smith's Trust and their term of office is as follows:

	Expiry Date
Mr R Curtis	31/07/14
Mrs G Bainbridge	31/07/14
Mrs M E Collins	31/07/12
Mr B A Gillbard	31/07/12
Mr E A Harper	31/07/13
Mrs B Heasman	31/07/12
Mr D Heasman	31/07/12
Mrs V Hunt	31/07/14
Mr J Joyce-Nelson	31/07/12
Mr A H Leggat	31/07/12
Mrs E Ratcliffe	31/07/14
Mr W M Ross	Ongoing
Mrs V Russell	31/07/12
Mrs G Shuttleworth	31/07/12
Mrs W Stacey	31/07/12
Mr J J Weeks	31/07/14

Mr R Curtis has resigned for personal reasons, Mr Joyce-Nelson has decided not to stand for re-election and Mrs Collins and Mr Gillbard are happy not to stand for re-election if the Town Council wishes to propose new trustees. The other trustees whose term expires on the 31st July 2012 , namely Mrs B Heasman, Mr D Heasman, Mr A Leggat, Mrs V Russell , Mrs G Shuttleworth and Mrs W Stacey are willing to stand again for a further term of four years. The duties are not onerous , being two meetings of approximately one hour each annually, and the normal term of appointment is four years.

Members are asked to approve note and/or instruct accordingly.

Agenda Item 18: STAFF REVIEW

The Committee will recall that a staff review has been undertaken over the past year. This was an independent review carried out by our internal auditor Mr Hartley as a separate exercise. This has resulted in a number of highlights that the Councils current staffing structure does not reflect the committee structure, nor is it equipped to deal with the emerging potential demands of the localism bill.

There have been some staff changes since the report was commissioned and other requests from staff that have been considered. This report therefore will propose an outline new structure for the staffing of the Councils officer support although will not refer to names or grades of individuals which should the outline structure be approved will be finalised over the coming weeks. Staff have been individually consulted on the changes in their roles and have all consented in principle to the changes proposed, there is no requirement to make any redundancies, everyone is able to slot in to a position. The new posts are graded similarly to before and there are some savings from reduction in senior staff hours. There will be some uplift for staff where more responsibilities are taken on however the overall staffing budget is expected to have minimal change. It is proposed that that the new structure be adopted for September 2012 when all the details of the individual staff are completed. These will be followed up with new contracts and job descriptions.

The new structure will allow support for the public services committee from the Community Service Officer and the Business Support Officer who will be able to relieve the Town Clerk from these routine responsibilities of meetings.

Additional matters highlighted by Mr Hartley were:

1 - Whether there is scope for EGTC care taking staff to assist Chequer Mead with caretaking and security functions - this will be discussed with the new Chequer Mead Manager once he is in post

2 – Whether the remit of the public services committee should be reconsidered to include Partnership working, Tourism and Business Support and renamed “community services” – the new structure would allow for this or equally support the current structure. The new structure allows some officer support for the planning committee and the public services committee rather than all falling to the Town Clerk position.

The current and proposed structures are shown at Appendix D.

Members are asked to approve the outline structure.

Town Clerk's Report Ends

Appendix A

This is available in PDF on the Council website or in hard copy from the Town Council by request

Appendix B

This is available in PDF on the Council website or in hard copy from the Town Council by request

Appendix C

This is available in PDF on the Council website or in hard copy from the Town Council by request

Appendix D

This is available in PDF on the Council website or in hard copy from the Town Council by request