

Project Officer Role

Members will recall that our Project Officers Role needs to be considered for renewal this month. I propose that the Council continues the project's officer contract for a period of 12 months, to be reviewed after 6 months, for the following reasons

1. The Parish Clerk is in fulltime employment and is unable to work more than 10 hours per week in any circumstances. This is sufficient to act as, "Proper Officer", including servicing of PC meetings and routine correspondence but little more.
2. The Clerk is faced with additional work due to the implementation of GDPR and the need to develop/update "One Drive" as the shared database for parish council records, support for parish plan projects and grant funding.
3. Cemetery – work continues on implementing the remainder of CDS's recommendations. Whilst Cllr Haddick's offer to support this project has helped progress, further work is planned and support on day to day issues, which can be very time consuming, continues due to the knowledge the project officer has accumulated. The cemetery general maintenance and waste disposal contracts are due for renewal.
4. Future of Jubilee Hall – Support relating to the council's commitment to consider this initiative has inevitably lead to some slippage on other tasks allocated to the project officer. i.e Local Council Awards Scheme, review of key governance policies and procedures including Standing Orders and Financial Regulation, Parish Council Records/Archives. Likewise work required in relation to the War Memorial has diverted resources during the year.
5. The level of officer support required as the Jubilee Hall initiative progresses is unknown.
6. Should the Parish Clerk be unavailable the Project Officer Role is able to provide cover, wherever possible ,to help ensure that the business of the council continues uninterrupted.
7. There is budget provision for 20 hours officer support in the 2018/19 budget.

I commend this proposal to the Council

Cllr Wallage, Chair, Sept 2018