



TOWN CLERKS' REPORT

TOWN COUNCIL MEETING

REPORT 98/14

10 NOVEMBER 2014

The purpose of this paper is to record developments in the past month not requiring an Agenda item at this meeting.

No. DETAIL

1) APPRENTICESHIP

- a) We're delighted that our new Admin Assistant Florence Barrett, who took up our apprenticeship position on 13 October, has settled in to our still slightly chaotic offices really well and is already contributing to the growing work needed to support the Town Council's commitments.
 - b) The Isle of Wight College staff have agreed a course of studies with Florence and she expects to begin attendance on Wednesdays at the College soon.
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2) No. 31 Bus

- a) The Mayor and the Clerks met with Stuart George on 4 November for an informal discussion of the future of the service from 1 April next year.
 - b) The Assistant Clerk will initiate discussions with the provider of the service to explore available options from their perspective.
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3) COMMUNITY DEVELOPMENT

- a) The Community Development Working Group met on 5 November with an Agenda that started with the usual very full report from Julia Aratoon – copy attached to this Report -
 - b) Discussions about the branding for Ventnor Central and the Green Room were followed by progress with the Our Place Programme and the selection process for Julia's successor.
 - c) Adverts for that position appeared in the South Wight Chronicle and the County Press on 6 and 7 November respectively with a closing date of 20 November; interviews will take place on 3 December.
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4) VENTNOR BUSINESS ASSOCIATION

- a) The Mayor and Town Clerk had the latest of the regular meetings with Bob Ventress and Ann Hutchins on Wednesday 5 November.
 - b) Bob shared the results of his recent survey of VBA members that showed that only one-third felt that they are seeing a significant recovery; more detailed results will be available once the analysis is complete.
 - c) He also said that the Association was developing a signage project as the best use of the Portas funding it had received two years ago.
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JULIA'S REPORT

Timebank

- Ventnor Library has the services of a Timebank volunteers for minute taking at meetings. A 9 hour commitment has been undertaken /pledged so far
- 2 DVD credits have been issued
- 1 hour of alternative therapy has been enjoyed
- Spring Hill Gardens has an event planned for early December with TB volunteers
- 2 hour computer transaction
- A news letter has been issued which sums up the past 10 months of activity
- Autumn Social has been set and promotion has begun
- MLAFL has joined Timebank and has gained from volunteers at their Health Roadshow event
- Will support the 9-5 in a relaunch, may need to look at how TB maintains a connection with 9-5
- Sarah and Jon researching a bread workshop for the new year
- Time and Talents is not developed enough for us to consider, so we have put it on hold. For the number of people that would use it, the hours of investment required to get it u and running cannot be justified. It appears TBUK have not absorbed the message about Data Transfer to a server outside of the EU.

Lower Ground Floor Community Space

- DB meeting with a local graphic designer to come up with a logo and brand that we can begin to use in promotion of the space.
- Event Plan has been drafted and agreed subject to minor amends. Invitations and press release will be drafted shortly and issued according to the timetable.
- A response from MLAFL has been received and we are on board with their plans, we have offered space for local service delivery.
- Community Consultation for Reaching Communities work is parked until the New Year in line with Our Place! consultation. David and I feel it is time to take an overview on how each of the assets VTC has should be best used and funding opportunities must be used for the maximum value. The Youth Opportunity Project will provide a unique opportunity for engagement as this is the first time we have offered services to residents.
- A shopping list for the SHG grant has been sent on to VTC for internal purchase which will mean the space can be furnished for launch in the New Year. It includes cooking equipment and furnishings. The carpet will be ordered with other carpet but funded through this grant with DB arranging financials.
- JA to speak to Active Communities Officers and link up with contacts we already have in place for the Green Room

Other Business

- New CDW post, JA has contributed to the recruitment process (but wishes it was her!)
 - I have drawn up an Asset register to record the growing bank of IT we are responsible for. I have also suggested we look at SMART water cover as it is possible the VEC could become a more obvious target housing multiple businesses which promise multiple laptops stc.
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- With regards to new staff members, I have had useful conversations with Laura Reid and am working with her to identify members for the focus group and to pass on connections for intergenerational project work.
 - Through a facebook instant message, I have connected two young dancers with Laura who are hoping to launch a dance group from Ventnor Central
 - Laura and I are due to meet in Mid-November, when I am down next and I will continue to support where useful
 - Staff updates on SM and JI (David to decide on this, I am not sure if it has been covered elsewhere?)