



TOWN COUNCIL STRUCTURES

TOWN COUNCIL MEETING

REPORT 46/13

17 JUNE 2013

The purpose of this report is to provide Members with current diagrams of both the Town Council's operational arrangements and the staffing structure to support its work.

No. DETAIL

1) INTRODUCTION

- a) In these early stages of the new Town Council it is useful to ensure that Members have a clear understanding of the arrangements that have developed for the delivery of the Council's work.
- b) Diagrams of the structure for both the Town Council's decision-making and the staff team to deliver its work are attached to this report with some notes about each in the sections below.

2) TOWN COUNCIL STRUCTURE

- a) The Town Council has developed operational arrangements for the progression of its aims and objectives combining two formal Committees with three Working Groups as identified in the attached diagram.
- b) As Members are aware, Committees have delegated powers expressed in Terms of Reference. Public Notice has to be given of Committee meetings and the Public and Press have the right to attend. Minutes of all Committee meetings are agreed and stored.
- c) Working Groups have no other powers than those already present in the role of the Town Clerk/Responsible Finance Officer. Meetings can, consequently, be arranged at any time suitable for the Members of them and the fact that they are not open to Press and Public allows for informal and detailed discussions of the matters they have been appointed to address.

3) STAFFING STRUCTURE

- a) The staff team, during the season, consists of eight people, two of whom are full time and the rest a mix of part-time hours with one additional appointment in the process of being made: all are shown on the attached diagram.
- b) The employment of four of the staff is seasonal only and ends during September. During the season, the team equates to 4.9 full-time equivalents (ftes) and during the rest of the year to 3.6ftes.
- c) Members are asked to note the element of external funding supporting three of the staff posts in a total £16,200.

RECOMMENDATION

Members are recommended to recognise the current structures and consider any further developments of the Town Council structure.



Ventnor Town Council: Structure 2013



Ventnor Town Council Staff 2013



External Funding of Posts

Post	Funding Source	Amount
Community Development	SHG	£5,000 pa
Beach Safety	IoWC	£6,250
Timebank Support	Awards for All	£4,950