

**ARUNDEL TOWN COUNCIL**

**Recommendation to the Full Council on 15<sup>th</sup> October 2020**

**Recommendation**

**SUBJECT: Town Manager Working Group – Update Meeting**

**From:** Working Group meeting attended by Town Clerk, Mayor, Cllr Scott, Cllr Tu.

Apologies Cllr Moorhouse

**Date: 9th October 2020**

**Council Objective Areas:**

Town Manager would provide resource to deliver several objectives including 2,4,5,6,7,8,12,14,16,20,24,25,27

**SUMMARY:**

In March 2020, the Town Council agreed to recruit a Town Manager. This has proved difficult to progress due to the COVID-19 crisis, withdrawal of operational support from Arun District Council and the significantly reduced income from functions.

The working group therefore recommends that the recruitment is postponed.

The working group agreed to consider other options for meeting the Town Manager objectives. These are primarily to support organisations and businesses, co-ordinate activities and seek externally funding for the Town. An option could be to seek voluntary support.

In the short-term this leaves the Town Council significantly under resourced. Aby was spending up to 40 hours a month covering Community Event Support tasks but is now on maternity leave.

Additional support is required for many areas including

Bee project  
Chamber of Commerce Christmas program  
Remembrance Sunday (pending permission)  
Communications working group  
Seeking funding support for town projects  
Website content  
Walking and Cycling group  
2021 festival planning

An opportunity to bring in some temporary help has been identified. Sadie Rockliffe, one of our previous Community Events Co-Ordinators is available on a freelance basis, to re-join the team. This would be initially for the period up to Christmas, approx. 9 weeks.

As the Council has been working at a reduced staffing level since end of 2019, staff costs are significantly under budget for the year to date.

**RECOMMENDATIONS PROPOSED**

Postpone recruitment of Town Manager and consider options

Take on additional temporary resource to assist the Town Clerk in managing workload.

**OPTIONS**

Go ahead with the recruitment of a Town Manager

Review Council priorities with a view to reducing working load to align with the current reduced staffing level.

**REQUIRED CHECKS**

None