

Minutes from the Finance/HR Committee Events Meeting held on 21 November 2023 at Wayland Hall

Present: Kathryn Stallard, Peter Bishop, Gill Tarrant, Stan Hebborn, Tina Kiddell.

Officers Present: Sue Dent, Jane Scarrott, Michelle Thompson

1. Apologies
Sue Hebborn, Don Saunders
2. Declaration of Interest made:
Stan Hebborn: involvement with Phoenix Pipes & Drums at Festive Market

3. Events Programme

Context:

There has been recent change to the role originally undertaken by the Projects, Events and Promotions Support Officer with the staff member now employed as the Community Projects Officer (CPO). *[The CPO role does not include planning or running the larger Town Council events].*

As part of the ongoing staffing review the Council has looked at comparison towns and staffing levels. For example, Diss Town Council has a staffing budget of £400k against Watton Town Council which has a staffing budget of £230k. Diss has a smaller population than Watton but has a substantially higher Band D Council Tax.

Current events run by Watton Town Council:

Category 1 events such as Remembrance, Town Crier Competition and Open Gardens are seen as Civic, Commemorative or Non-Commercial annual events.

Category 2 are Showcasing and Economic Growth events e.g. Bike Day, Bigger Community/Commemorative Events, Antiques Street Fair, Fireworks and Festive Market.

4. Delivery of Events

Consideration was given to whether Cat. 1 events should remain in house and whether the generally larger Cat. 2 events should also be delivered in house or by an events management company.

If events are to remain in house a new role would need to be created to add to the current Town Council staffing complement.

It was suggested that running events alone is effectively a part time role. Should any new role be made full time there would be time to undertake other project research. If recruiting staff there would be a need to make sure they have the skills to do the job properly. An appropriate job description and salary would need

to be agreed with the plan to appoint a new member of staff to the post early in the new year.

A suggestion was made that the Town Council should also employ a second Full Time Town Operative. This would be a parallel role to the existing post with no seniority.

The Finance Committee will investigate costs of leasing a second vehicle for use by the Town Operatives.

The Chairman of the Finance Committee, Chairman of the HR Committee and the Clerk will compile job descriptions for the new roles.

5. Recommendations to Full Council:

1. To confirm 2 categories of events:
 - 1. Civic, Commemorative & Non-commercial annual events.
 - 2. Showcasing and economic growth.
2. To employ a Full time Events and Marketing Officer.
3. To employ a second Full Time Town Operative.

 5/2/24.
HEBBORN
CHAIRMAN OF HR.