ABERGAVENNY TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

WEDNESDAY 11TH OCTOBER 2023

PR118/23: PRINCIPAL OFFICER’S UPDATE

1. COOPERATION AGREEMENTS

Cooperation agreement drafts were made with Abergavenny Community Orchards and Gardens, and Abergavenny Food Festival, which are in need of completion and signing. Both were agreed previously by Abergavenny Town Council with amendments. It is the aim of the Principal Officer to have these completed by the end of October 2023.

A proposal is coming before Council in December 2023 from 7Corners for a new Cooperation Agreement to be considered.

Last month Black Mountain Jazz presented a report which contained details of expenses they wish to include in a new agreement proposal, which may require some assistance in drafting before being brought back to Council for proper consideration.

1. STAFFING AND OFFICE COVER

The newly appointed Deputy Principal Officer/Deputy RFO will start on 1st November 2023. Hours will be flexible whilst training is undertaken. The Community Support and Engagement Officer works every Tuesday and Thursday between 8:30am – 4pm, altering these when events require additional support.

The Principal Officer would like to request that the Council closes the office over the Christmas period, with the last working day being Friday 22nd December 2023, and reopening the office on Tuesday 2nd January 2024. Annual Leave will be used by staff to enable this to happen.

Going into 2024, it is anticipated that staff will provide office cover so that every day someone is physically available should members of the public call in to the office.

1. DRAFT BUDGET

The Principal Officer would like to convene a meeting with the Chairs and Mayor as soon as possible to start work on the 2024/2025 draft budget. This will also involve the Deputy Principal Officer. It is proposed to bring the first draft to Council in November, with final approval being sought in December 2023.

1. WEBSITE AND SOCIAL MEDIA

The new website is receiving traffic from links being included on social media posts, and the newly created contact form has enabled residents to contact with general queries – many being redirected to the appropriate organisation if not able to be assisted by the Town Council. Latest News stories are being created regularly, and shared with the local press with these being used both on their website and also in print. The Media Agency would like to present to Full Council in November with the findings form their three month trial so that Council can consider if the agreement is to be extended or altered.