

TOWN MEETING 20 APRIL 2017

Copies of the 2015/16 accounts are available and were approved by the Council and Internal Auditors, Finnigan & Co.

As most of you know, I joined the Council in July 2016 so I had no hand in the preparation of these accounts. If there are any specific questions, please can you email me and I will do my best to answer them.

I can report the following savings since July 2016:

Some of these may have already been highlighted in the Mayors report.

- As a result of general office reorganisations and efficiencies we have significantly cut the cost of postage, printing and stationery by using email much more than it ever was. For example, comparing the period July 15 to March 16, with July 16 to March 17, the postage savings alone are over £200. We only use 1st class postage when absolutely necessary and where possible deliver by hand, such as many of the civic service invitations last October and all of the recent gate licences.
- The photocopier contract has been renewed too. The machine we had was much more sophisticated than we needed and by changing the product, which is entirely fit for purpose, we have saved in excess of £2000. With a drive to only print when necessary, only in black and white and in duplex, we have also saved on paper and the knock-on service costs which are charged according to copies taken.
- We have updated the IT so the secretary and the Clerk have the latest programs and are able to work much more digitally to share and access the same information, thus saving time and duplication of work. Along with this, we have also updated the phones to give a more professional approach – and saved a bit of money at the same time.
- We have negotiated the insurance policy so that we are not tied to the current deal and when it is renewed in July it should be much cheaper. We are hoping to get all the buildings properly assessed to make sure we are only paying insurance according to their values and no more.
- We have looked at all the utility bills and made significant savings in the standing charges and unit costs by negotiating new contracts and we hope the results of this will show up this time next year. We have also managed to negotiate a refund of over £6000 in respect of utility overcharges.
- While reviewing the toilet costs and looking at service contracts, we have calculated that we can save approx. £1100 with minor in house servicing. We have also adjusted the time switches so the lights are only on in opening hours when needed and we hope all this will add towards the savings. Eventually, we hope to move to motion sensor lighting in all the toilets.
- Finally, we have outsourced the rubbish collections for WMTC bins. By doing this, we save the regular cost of a skip and 2/3 of the Eurobin hire and save over £1000 per annum, plus the groundsmen's labour and use of the pickup. We will keep a close eye on how this is working out.

Petra Palfreyman 20.4.17