

- 1) From the formation of the Town Team to March 2014, the Scrutiny Group met on 8 occasions. Minutes of these meetings are on the website.
- 2) During this period, we drafted relevant Terms of Reference, which were then adopted by the Directors and a copy is available on the website.
- 3) The membership of the Scrutiny Group has reduced to two, following the resignation of Trevor Gilman. Currently the membership is Derek Bodey and Charles Jolly. A search for additional members is in progress.
- 4) We reviewed and commented upon the proposed Articles of Association of the CIC before they were submitted for approval.
- 5) We provided advice to the Directors on the 'project signing off' procedure where directors had involvement with the project.
- 6) We drafted a 'complaints procedure' for the Town Team, which is now available should the need arise.
- 7) We attended almost all of the meetings of the established Town Team Groups (Directors', Ideas & Vision and, when in operation, the Communications Group). We have also attended a few of the project group meetings.
- 7) We confirm that during the period covered by the report, the Directors have ensured that the Town Team has operated appropriately within its rules and regulations.
- 8) We provided advice, at the request of the Directors, on the access of members to Directors' meetings and on the visibility of Directors, including those standing for elections.
- 9) Two issues concerning the operation of the Town Team were referred to the Scrutiny Group during the period. The first one involved the behaviour of a member and the second one the actions of a Director. Both were fully investigated. In the first case this included confidential conversations with people and organisations, with which the Town Team needs to have positive working relations. A report was issued and is on the website. In the second case, on the advice of the group, the Directors issued a letter to the complainant (a full apology having already been given by the Director concerned).
- 10) If any member of the Town Team would like to assist the work of the Town Team by joining the Scrutiny Group, they should contact the Secretary or an existing member of the Scrutiny Group.

Derek Bodey
Charles Jolly