



Town Clerks Report

Date 18 November 2024
Prepared by Town Clerk

1. ADMINISTRATION

- 1.1. Back Office Support to Lake PC (New Road Projects, vandalism at New Road, drafting budget, Remembrance)
- 1.2. Drafting Budget.
- 1.3. HR Committee meeting.
- 1.4. FOI Request regarding Christmas Lights
- 1.5. Monthly meeting with IWC regarding Beaches, Parks and Civic Space
- 1.6. Meeting with IWC regarding STC budget timelines for proposals to be brought forward for next year.
- 1.7. Contracts relating to Yaverland project.
- 1.8. Extraordinary Council Meeting on 21 October 2024.
- 1.9. Drafting and submission of comments on planning application.
- 1.10. Monthly invoicing and reconciliations, including Credit Control activities.
- 1.11. Finalisation of Yaverland JCT contract

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Launch of Budget Consultation and analysis of submissions.
- 2.2. Arrangements for Remembrance Events
- 2.3. Preparation of Order of Service
- 2.4. Renewal of website domain.
- 2.5. Shop window competition
- 2.6. Arrangements for Christmas Church/Carol Service

3. BEACHES

- 3.1. Removal of Beach Matting and preparation for storage.
- 3.2. End of season meeting with Beach Lifeguard manager
- 3.3. Preparation for applying for Blue Flag 2025.

4. BROADWAY CENTRE

- 4.1. Dental Bus repeat visit.
- 4.2. Installation of Parking Signage.
- 4.3. No Barriers project.
- 4.4. Hate Crime week event.
- 4.5. Meeting with Warm Spaces Grant Provider
- 4.6. Ongoing Correspondence regarding Court Case

5. CIVIC SPACE

- 5.1. Site Visits to take forward Los Altos Project
- 5.2. Site Visits regarding Los Altos tree works and retention of some of the wood.
- 5.3. Arrangements for Christmas Tree and lights.
- 5.4. Removal of Hanging Baskets and repairs in preparation for next year.
- 5.5. Cleaning of War Memorial and review of maintenance requirements.
- 5.6. Environment Officer meetings.
- 5.7. Grant Application for Heritage Project.
- 5.8. Additional Information for Resilience Application.
- 5.9. Preparation for Sandown and Shanklin In-Shore Lifeboat

6. SANDHAM GROUNDS

- 6.1. Onsite meeting with Football Foundation to finalise designs.
- 6.2. Ongoing work to secure grant.
- 6.3. Initial work resolving issues regarding lighting and power on site.

7. TOILETS

- 7.1. Ongoing correspondence with IWC regarding attachments and licences at old Eastern Gardens site.
- 7.2. Site visits to Yaverland to progress Works
- 7.3. Ongoing collection of Monies and Processing of Payments.