



Town Clerks Report

Date 18 November 2024
Prepared by Town Clerk

1. ADMINISTRATION

- 1.1. Christmas Opening Arrangements
- 1.2. Continuation of Back Office Support to Lake PC (finalising budget)
- 1.3. Final Draft of Council Budget and Correspondence with Isle of Wight Council
- 1.4. Meeting with Cllrs regarding alternative budgets.
- 1.5. Meeting with IWC regarding crossover projects.
- 1.6. Drafting and submission of comments on Tarvic 2 planning application.
- 1.7. Monthly invoicing and reconciliations, including Credit Control activities and new system for NHS Invoicing.
- 1.8. Annual Archiving Exercise.
- 1.9. On-boarding to new energy providers.
- 1.10. Updated risk register.
- 1.11. Secure Internal Auditors services for year end.
- 1.12. Warm Space Grant Reporting.
- 1.13. First Aid Training – other training planned.
- 1.14. May elections uncertainty – impacts on planning and transition plans
- 1.15. Bay Place Plan – facilitate meeting between SCA and 'Bay' Business Association – 'Guide' and other projects

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Xmas events and preparation for 2025 Christmas Carol concert at Christ Church
- 2.2. LCWIP Briefing – facilitated meeting with Lake and Shanklin.
- 2.3. Initial arrangements for VE at 80 Events, involving schools and local church.
- 2.4. Planning of Police events at Centre (Polish, Cycling, etc)
- 2.5. Meeting with Ventnor Fringe for Big Top and associated events in Los Altos.
- 2.6. Environment Agency Briefing – facilitated for Sandown, Lake & Shanklin

3. BEACHES

- 3.1. Lease with RBL for Beach Safety Base
- 3.2. Administration relating to Business Rates charges received for Beach Safety Base.
- 3.3. Arrangements for Concessionaires meeting.
- 3.4. Seaside Award submission – enables grant submission, e.g. accessibility initiatives at Eastern Gardens

4. BROADWAY CENTRE

- 4.1. Painting within Broadway Centre – in between increased bookings (inc Southern Water and IWC Dementia consultations)
- 4.2. Relocation of plants from Yaverland

5. CIVIC SPACE

- 5.1. Los Altos projects – details to be circulated once received
- 5.2. Grant Application of Eastern Gardens and Heritage projects
- 5.3. Repair of damaged names on war memorial.
- 5.4. Work with Environment Officer regarding litter/debris in high street lightwells.

6. SANDHAM GROUNDS

- 6.1. Supporting planning application.
- 6.2. Next stages of work to secure FF Grant.
- 6.3. Initial work resolving issues regarding lighting and power on site.
- 6.4. Annual maintenance review.
- 6.5. Next steps in installation of CCTV.
- 6.6. Actions relating to Moles and Broken Glass.

7. TOILETS

- 7.1. Arson attempts at Eastern Garden & St John's – response to incident, reporting to Police, CCTV monitoring, and subsequent actions.

- 7.2. Site visits at Yaverland for installation of new toilets, snagging/sign off, landscaping plans.
- 7.3. Yaverland meeting with Green Town volunteers and plan developed
- 7.4. Changing Places meeting and arrangements for 2025