



Town Clerks Report

Date 22 September 2025
Prepared by Town Clerk

1. ADMINISTRATION

Annual Accounts

- 1.1. Further requests for information were received from the Auditor in August and were returned accordingly.
- 1.2. Two follow-up emails have been sent given the approaching legal deadline of 30 September 2025.

Recruitment

- 1.3. Shortlisting and Interviews were undertaken for Administration Assistant and Facilities Officer.
- 1.4. Administrative Assistant was appointed from 11 August 2025 and training has begun.
- 1.5. The initial interviews for the Facilities Officer were unsuccessful and the post was advertised more extensively with a good level of interest in the post and 10 applications received.
- 1.6. Interviews were conducted on 9 September 2025 and a Facilities Officer appointed from 2 October 2025.

Committee Administration

- 1.7. The Finance Committee met on 11 August and 8 September 2025
- 1.8. The Planning Committee met on 18 August and 15 September and 2025.
- 1.9. The Events and Engagement Working Party met on 4 September 2025.

Budget 2026-2027

- 1.10. Drafted 2026-2027 Budget Consultation survey.
- 1.11. Drafted 2026-2027 Budget Consultation poster.

ICT and equipment

- 1.12. New desks in place for new starters.
- 1.13. ICT set-up complete.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Working Parties pages updated to reflect activity new work streams.
- 2.2. Meeting with Rev. Willaims regarding 2025/2026 events.

3. BEACHES

- 3.1. Accessible Matting removed from beach and stored accordingly.
- 3.2. The Beach Safety Unit has been craned of the beach for the winter.

4. BROADWAY CENTRE

- 3.3. Installation of Memorial Bench and blessing.

17 February 2025 Incident

- 4.1. Works began 28 July 2025.
- 4.2. Works expect to be completed end of September 2025.
- 4.3. Monies received for keeping the site safe since the incidents.

5. CIVIC SPACE

- 4.4. Mary Ellis Plaque instruction submitted to printer.
- 4.5. Initial enquires to address complaints regarding Highstreet lightwells.

6. SANDHAM GROUNDS

- 5.1. Graffiti on Skate Ramps removed.
- 5.2. Quotes obtained for repairs to Skate Park and Rainbow Park and works booked.
- 5.3. Electrical Investigations undertaken and report received.
- 5.4. Meeting with Bowls Club re CCTV and PlayZone.
- 5.5. Scoping works for replacement Zip Wire

PlayZone.

- 5.6. Attended On-Site and Pre-Start meetings relating to the PlayZone.
- 5.7. Preparatory Works (track way) scheduled for w.c. 15 September 2025.
- 5.8. Main works scheduled for w.c. 22 September 2025.

7. TOILETS

- 6.1. Opening and closing of the changing places facility as required.
- 6.2. Ongoing Arrangements "Free to Use" dates
- 6.3. Increase in income and Banking during summer holidays.