



Town Clerks Report

Date 24 November 2025
Prepared by Town Clerk

1. ADMINISTRATION

Annual Accounts

- 1.1. Completion of External Audit Process

Staff

- 1.2. Annual Risk Assessments
- 1.3. Martyn's Law and ACT Training
- 1.4. On-boarding of Facilities Officer
- 1.5. Administration assistant completed ILCA.

Committee Administration

- 1.6. An Extra-Ordinary meeting of Full Council was held on 27 October 2025.
- 1.7. The Finance Committee met on 13 October and 17 November 2025
- 1.8. The Planning Committee met on 20 October and 17 November 2025.
- 1.9. The Events and Engagement Working Party met on 7 October 2025, the Thriving Communities and Town Centre Revival Working Parties met together on 27 October, the Thriving Communities Working Party met on 11 November 2025, and the Town Centre Revival Working Party were due to meet on 17 November 2025.

Budget 2026-2027

- 1.10. Launched Budget Consultation
- 1.11. Compiled Consultation Results
- 1.12. Set-up draft consultation documents and drafted basis for 2026/27 budget
- 1.13. Budget briefing scheduled for 20 November 2025.

Lake Parish Council

- 1.14. Basis for Budget drafted.
- 1.15. Budget briefing booked
- 1.16. Compiled Consultation Results
- 1.17. Drafted basis for budget
- 1.18. Call out re medical incident at toilets.

General

- 1.19. Arrangements for Tri-Annual Revaluation
- 1.20. Annual update of all risk assessments.
- 1.21. ICT Policy Drafted
- 1.22. Financial Regulations updated for consideration by Council.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Remembrance Service held on 9 November 2025.
- 2.2. Blessing held at memorial on Armistice Day.
- 2.3. Christmas Window Competition Launched.
- 2.4. Arrangements for Christmas Carol Service confirmed.

3. BEACHES

- 3.1. Winter Arrangements in place.

4. BROADWAY CENTRE

- 3.2. Installation of Memorial Bench and blessing.
- 3.3. Phone Box at Station formally adopted and decommissioned
- 3.4. Resilience Shed Built.

17 February 2025 Incident

- 3.5. Works completed end of September 2025.
- 3.6. All monies for repairs repaid less the excess.
- 3.7. Loss of income monies received.
- 3.8. Re-opening of Main meeting and reinstatement of regular groups.

5. CIVIC SPACE

- 5.1. Mary Ellis Plaque received and expected to be installed w.c. 17-Nov-25.
- 5.2. Arrangements for removal and winter storage of hanging baskets.

6. SANDHAM GROUNDS

- 6.1. Skate Park ramp patching completed and roundabout works completed.
- 6.2. Issues with power to lighting being investigated.
- 6.3. Agreement regarding CCTV reached with Bowls Club.
- 6.4. Quotes obtained for replacement Zip Wire

6.5. Updated quotes to replace lighting.

PlayZone.

6.6. Attended on-site meetings throughout build.

6.7. Handover meeting will be undertaken at the end of November.

6.8. Addressing issues raised by tenant in relation to works.

7. TOILETS

7.1. Opening and closing of the changing places facility as required.

7.2. Ongoing issues with water and electricity issues.

7.3. Increase in income and Banking during summer holidays.

7.4. Remedial actions at Yaverland following Flooding.

7.5. Confirming design and obtaining pricing for Yaverland Landscaping Project.