



Town Clerks Report

Date 26 January 2026
Prepared by Town Clerk

1. ADMINISTRATION

- 1.1. 2026 Risk Assessment
- 1.2. Football Foundation Grant claims submitted.
- 1.3. Meetings with IWC.
- 1.4. Initial meetings with Community
- 1.5. Park electricity issues.

Staff

- 1.6. COSHH, including Sharps, Manual Handling and Fire Warden Training Annual Risk Assessments

Committee Administration

- 1.7. The Finance Committee met on 8 December 2025 and 19 January 2026
- 1.8. The Planning Committee met on 15 December 2025 and 19 January 2026.
The Events and Engagement Working Party met on 9 December 2025 and 13 January 2026. The Thriving Communities met on 9 December 2025.

Budget 2026-2027

- 1.9. Council budget drafted and circulated.
- 1.10. Alternative budgets with councillors.

Lake Parish Council

- 1.11. Budget briefing.
- 1.12. Drafted budget

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Christmas Window Competition Judged and Awarded.
- 2.2. Attended Christmas Carol Service.
- 2.3. School Christmas Competition.

3. BEACHES

3.1. Responding to reports of live ordnance on the beach.

4. BROADWAY CENTRE

3.2. Supported SSIL Christmas Event.

3.3. Online bookings system set up and launched.

3.4. Arrangements for hosting regularly MP Events

3.5. Arrangements for regular Police Beat Surgery

3.6. Meeting regarding hosting a James Dore exhibition.

5. CIVIC SPACE

5.1. Mary Ellis Plaque received and installed.

5.2. Work started on next mural project (Eastern Gardens Viewing Platform)

6. SANDHAM GROUNDS

6.1. Procurement of replacement Zip

6.2. Ongoing issues with power to lighting resolved.

6.3. Quotes for Ground Works associated with roundabout repairs.

6.4. Taking forward repairs to broken assets.

6.5. Quotes for GPR to inform Skatepark refurbishment

6.6. Initial meeting with stakeholder regarding Skatepark Refurbishment engagement.

6.7. PlayZone.

6.8. Handover meeting.

6.9. Addressing further raised by tenant in relation to works.

6.10. Setting up online booking system and payment methods.

6.11. Initial partner bookings

7. TOILETS

7.1. Ongoing issues with electricity billing and outstanding complaint.

7.2. Issues with vandalism over Christmas.