Town Clerk Report Sep-26

Full Council Briefing Note – 28 September 2026

Prepared by Town Clerk/RFO

1. ADMINISTRATION

1.1. Further legal Matters pertaining to Council Property

1.2. Progressing Pier Street Toilets transfer (site meetings to facilitate structural survey)

1.3. Progressing lease of Community Hub Location.

1.4. Public Assets Work

1.5. Communication relating to “Big Top”.

Accounts

1.6. September Accounts

1.7. Q2 Transparency Data

1.8. Launch of Budget Consultation

1.9. Initial draft budget

1.10. Continued onboarding of Asset Management Software

Committee Administration

1.11. Planning Committee met on 12 October 2026

1.12. Publication of Agenda and Papers for the Finance Committee on 19 October 2026 before cancelation.

1.13. Preparation of Agenda and Papers for 26 October Meeting

Lake Parish Council

1.14. Preparation of Agenda and Papers for 8 October 2026 meeting

1.15. September 2026 Accounts

1.16. Ongoing work on the budget draft.

Town of Culture

1.17. Preparation of agenda, papers, minutes and attendance at 5 October and 19 October Town of Culture Board meetings.

1.18. Processing of payments and weekly accounts.

1.19. Review of risk register

1.20. Attendance at weekly Tide Turners delivery meetings.

1.21. Work with Sponsorship Lead.

1.22. Supporting Engagement at Centre and TOC day.

2. ADVERTS, PUBLICITY AND EVENTS

2.1. Launch of the budget consultation

2.2. Town of Culture display at Broadway Centre

2.3. Planning comments guide to website.

2.4. Securing clergy for and progressing remembrance arrangements.

2.5. Display Board for Steering the Bay AGM

3. BEACHES

3.1. Further work to secure Bunker for lifeguards.

3.2. Beach Wheelchair bookings.

4. BROADWAY CENTRE

4.1. Installation of meeting room projector and loop

4.2. Essential repairs and redecoration of accessible toilet

4.3. Redecoration of small meeting rooms

4.4. Planting of salvageable plants

5. CIVIC SPACE

5.1. Supporting resolution of complaints regarding Health and Safety issue at Ferncliff Gardens

5.2. Quotes for Southern Water viewing platform and Avenue Road Slip way side of building mural.

5.3. Hanging Baskets returned to Broadway Centre

6. OCEAN HOTEL REEVELOPMENT SITE

6.1. Instructing hoarding at Ocean Hotel Redevelopment Site

6.2. Clearence of site and reduction of hedging.

7. COMMUNITY

7.1. Further meetings regarding community support offer.

8. SANDHAM GROUNDS

<u>General</u>

8.1. Responding to issues with lighting timers.

PlayZone

8.2. Security during repair works.

8.3. Repairs to surfacing and edging

8.4. Ongoing issues with antisocial behaviour

8.5. Increased littering

8.6. Research into fixtures to stop scaling of fence.

Rainbow Park

8.7. Repairs to roundabout

Skate Park

8.8. None

MUGA

8.9. None

9. TOILETS

9.1. Opening toilets for Emergency Service.

9.2. Site visits - Landscaping at Yaverland

10. RECOMMENDATIONS

None