

CLERK REPORT FOR TOWN COUNCIL MEETING

24th April 2024

TOWN CLERK

- **The replacement Commemorative Oak Tree (see Minutes from 24th May 2023 meeting) and also the Purple Beach Tree**, which was purchased to commemorate the town pulling together during Covid, was planted by the town's Tree Warden, Mark Long, at The Berry. My thanks to Mark for his help. A minute silence was held.
- **Minutes from Bonfire Hill Allotment Committee meeting** on 20th March 2024 have been sent to the Council's office. Noted are the concerns around the strimming of road hedges, which are carried out by SHDC within its Gardening and Maintenance Contract and clarity of the western boundary. STC's officers will contact the committee for further discussion.
- Have been working on the **VAT liability** and the Council is now in the position to make its first VAT submission. Figures are currently going through their final checks and will be reported at a later date.

PROJECT OFFICER'S ACTIVITY

- Daily – Email, admin and general office tasks.
- Weekly – Check Mortuary Building & Jubilee Gardens Playground & record
- Liaising with Grounds Maintenance Team
- Manage Hawk Programme
- Interments – Fairweather-Tall & Jackson
- Memorial Install – Leete
- Unregistered Land Meeting
- Overseeing the office, while the Town Clerk has been working on the VAT liability.

ADMINISTRATOR'S ACTIVITY

- Updating of Planning agenda compilation
- Office administration
- D-Day event administration
- Overseeing the office, while the Town Clerk has been working on the VAT liability.