

## CLERK'S REPORT ITEM 3

### Action Points from Previous Meetings

#### Full Council Meeting 26<sup>th</sup> Sept 2019

Assets and Land Values- Two Councillors had previously been tasked with assisting and I am waiting for them to arrange a meeting.

#### Employment and Governance Meeting 31<sup>st</sup> January 2020

**Para 5- Maintenance Operative-** The advertisement has gone out and is on Facebook. The closing date is the end of March.

**Update-**On hold for now. There have been several applicants

#### 1 Market Street (Normics)

I have received an email from the owner to say that the scaffolding for the roof should be going up by the end of February/beginning of March if not before. The architect is waiting for approval of the plans for the new shop windows from ELDC and he will send me a copy. He has met with the new Conservation Officer at ELDC and they are working together to get the building back into use.

**Update-**The scaffolding has gone up and the roofers had started to reroof.

#### Office Report

1. I have confirmed the grass cutting agreement with LCC. The areas still need to be looked at and I made them aware that there are discrepancies.
2. I wrote to Payphones re the telephone box on The Terrace and they have said that over the last 12 months there had been 446 calls made from there. I have complained about the state of the kiosk and sent photographs of inside and out. I am waiting a reply regarding repainting and cleaning.
3. The registration for the LCAS has been paid £60.
4. Received a complaint about the increase of dog fouling and have contracted ELDC.
5. Dep TC has been working from home and answering the telephone when I am not in the office. She has come into the office to work on Wednesdays.
6. I have spent a lot of time coordinating the emergency team volunteers. This has now settled down into a routine.
7. I attended training for the new LCC Parish Websites. It looked very professional and, of course, is free to use. I am hoping that we will be able to go live on it at the end of the month. There is a lot of work to transfer existing documents over. Dep TC has already made a start of conversion of documents to PDF.
8. I have received 'Zoom' training in readiness for the virtual meetings and have trialled it with Cllr Taylor and Dep TC.
9. I am in the process of preparing the end of year accounts.

I will be on holiday week commencing 27<sup>th</sup> April. Dep TC will cover in the office during my absence.

BONNY SMITH  
TOWN CLERK  
17<sup>TH</sup> APRIL 2020