

BEXHILL ON SEA TOWN COUNCIL

FULL COUNCIL APRIL 22ND 2026

ITEM 10 TOWN CLERK UPDATE

1 INTRODUCTION

I took up my post on the 7th of April and so this report is being written in the middle of my second week in post.

I wanted to start by saying how delighted I am to become the Bexhill Town Clerk and work for such an amazing town. It's a privilege to work in a place of such history and tradition, environmental beauty and diversity, and with such a strong sense of identity and community.

I also wanted to say a little about my approach to the work. As Proper Officer, I will be led by Council policies and relevant legislation in the work that I do. The Standing Orders, Financial Regulations, Code of Conduct and the rest of the policies are the bedrock on which we depend as a public body.

At the same time, and as I have explained to the team, I have an open door policy. Sometimes, circumstances [meetings, confidential phone calls, urgent deadlines] mean that the door to my office must be closed, but most of the time it is open, and Cllrs and officers are welcome to come in.

In the rest of the report, I'll give an update on my induction process and also on the main areas of work of the Council at the moment.

Please note that where the content relates to an agenda item on this Full Council agenda, then I have included the agenda number in the title.

2 INDUCTION

I want to thank the whole team for the warmth of their welcome and to pay a special tribute to Michelle not only for the great job she did as the Interim TC but also for the time and patience she has given me during the handover.

Apart from spending a lot of time with Michelle and with reading, I am also:

- Having 121s with all of the team.
- Meeting the mayor and also quite a few of the Cllrs who have popped in.
- Meeting RDC Devolution lead with Michelle.

- Meeting RDC Leader .
- Attending Leaders' Meeting.
- Meeting David Dennis for an update on the Domesday Project.
- Meeting officers from the Bexhill Neighbourhood Board.
- Having an assets tour with the Operations Manager.
- Attending Civic Awards and Annual Town Meeting on the 18th.
- Having a 121 with Chair of HR Sub Committee.

3 LOCAL GOVERNMENT RE-ORGANISATION [Item 11]

A lot has been going on behind the scenes, with the RFO doing a lot of work as interim clerk and she will continue to play a key role.

There are now regular officer meetings with the devolution lead and other officers at RDC. These meetings have been preparing the ground for more complete paperwork to come to Council about the assets that may be transferred.

To complement this, I am beginning to work on a Forward Plan to help us make the necessary preparations to take on the assets. More details about this will come in the weeks ahead.

Finally, please note that a request has been made to RDC to see if they will consider adding Galley Hill to the green list of assets. If this change is made, then the Council can consider if we wish to take this on or not.

4 PEBSHAM RECREATION GROUND [Item 13]

We are awaiting the Memorandum of Understanding from Rother DC. The Council will be asked to consider this when it has been received.

5 TOILET LICENSES

The work on these is nearly complete.

6 RUBBER GRASS MATTING

As requested at last Full Council, officers have started to look into this and will report back.

7 NEIGHBOURHOOD PLAN [Item 12]

The request to designate the whole of the Bexhill on Sea Parish as a 'Neighbourhood Area' is with RDC. We will let the Council know the decision that is made.

8 ADDITIONAL PREMISES

Following on from the last Full Council, the search for additional premises continues.

My understanding is that for the short term needs, the town clerk has been given delegated authority to find additional space. For the long term needs, this matter is being looked at by the new Strategy Committee.

9 SCHOOL CROSSINGS

We are still awaiting the response from the school that was approached. The RFO has also reached out to other TCs as requested to learn more from approaches from elsewhere. More details will follow in the coming weeks.

10 SECURITY ARRANGEMENTS FOR MEETINGS

Officers are looking into this, and we are seeking a meeting with the senior citizens club to explore options we can take at the premises.

11 RECRUITMENT

The Cleaning Manager started on the 7th of April. Interviews have been held for the 2 cleaning posts and we hope to confirm appointments soon. It's not really recruitment, but we can also confirm that the new van arrived and all is well so far!

12 BUS SHELTERS

As per Full Council meeting, we are being sent design information for the new ones.

13 DOMESDAY PROJECT

I've met with David and he has confirmed the following:

- Following on from the Council agreeing £10k in funding for June 2026-May 2027, he will submit a formal contract/project plan so this can be considered for this period so it can be considered by the May Full Council.
- The original 3 year project will finish on May 31st 2026. A report on the outcomes of this project will come to Full Council in June.

14 POLICIES

An initial review had been started, and I am now working with the Civic Administrator on a complete list of all policies, with dates they were last reviewed, and date of next review.

We will also identify if any additional policies are needed.

The results will be brought to the Council.

15 CIVIC AWARDS AND PARISH MEETING

All is set for Saturday the 18th – a big thank you to the team for their work on this.

16 FOIA REQUEST

There has been a recent FOIA request.

This was for financial and budget information for the Council.

It was received on the 16th of March, and a response was sent on the same day.

The resident asked a follow up question on the 12th of April, and this was answered on the 13th.

I am grateful to the RFO for her work in this matter.

17 CONCLUSION

I hope that has provided a useful summary. It's my first report, and so there will be changes to the structure in the future as I learn more.

ADAM CHUGG

16/04/2026