

APPENDIX C

29072026 TOWN CLERK REPORT

1 INTRODUCTION

Please find below the usual monthly Town Clerk report, showing the main current areas of work so that Cllrs and residents are kept up to date.

2 LOCAL GOVERNMENT RE-ORGANISATION

An update report is presented to Council for this meeting under the agenda item 'Rother District Council Liaison.'

3 PEBSHAM RECREATION GROUND PLAYGROUND

The License agreement has now been received and is being reviewed so that officers can have this signed before the work starts. The necessary motion of delegated authority for this is on this meeting's agenda.

The contractors hope to start the work in August – sooner than originally indicated - and have given an estimated installation time of 4 weeks.

This means we hope all will be completed by the end of September.

4 ADDITIONAL PREMISES

The lease for 44 St Leonard's Road has been agreed with the landlord and letting agent.

5 DOMESDAY PROJECT

Following the agreement of the new, improved, 1-year arrangement, I am holding monthly review meetings with David Dennis. Cllrs will be kept updated.

7 FOIA REQUESTS

There have been none received since the last Full Council meeting.

8 FOUNTAINS PROJECT

A closed briefing meeting for all Town Cllrs, hosted by the Bexhill Neighbourhood Board, took place on the 22nd of July. The project is in an 'exploration' phase as the BNB work with others to see what is possible. Following on from this, any necessary decisions for Full Council to take will be brought forward in due course.

9 NEW HOTEL FEASIBILITY STUDY

I was on the assessment panel for the responses to the tender and the Neighbourhood Board hope to confirm a chosen organisation to carry out the study shortly.

10 CIL FUNDING AWARDS TO COMMUNITY ORGANISATIONS

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Following the Council's review of the policy, and its determination of the level of funds available, 2 applications are on the agenda of this meeting for consideration.

11 WEBSITE

The new website is bedding in well and we are getting positive feedback about the more streamlined and accessible approach.

Please do have a look at the site and let us know any feedback.

12 TOILETS

The licenses have been completed, and the final version of the lease for the Channel View East Public Toilets should come to Council shortly.

13 BUS SHELTERS

There are no further update since the last meeting.

14 CO-OPTION OF A CLLR

There was an amazing response with 6 applications.

The appointment is being made at this Council meeting. I am grateful to the Civic Administrator for preparing an information pack for the new Cllr, and an induction meeting for them is being organised.

15 POLICIES

Work continues and there will be a report to the Town Council in due course.

16 CIVIC BOOKLET

Many thanks to the Engagement and Communications Coordinator for getting this finalised and preparing a report for this meeting so that Council can confirm the next steps.

17 SCULPTURE

My thanks to the Events Administrator for the update report that was considered by the Amenities Committee. A report on the possible next steps will come to Full Council in September.

18 STAFFING

Andrew and Callum, our new Cleaning Operatives, and Rashid, our new Town Ranger are settling in.

19 NEIGHBOURHOOD PLAN

An options report is being prepared for the September Full Council.

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20 MODULAR TOILETS AND GRASS MATTING

Reports on these items will come to Council in due course.

21 SCHOOL CROSSING BUCKHURST ROAD

I can confirm that an application was made to ESCC for a crossing, but it may be some time before we get a response.

In the meantime, further liaison is taking place with St Peter and St Paul's school, and a meeting is being arranged to include the school, County Cllr and Ward Cllr to explore possible ways forward.

22 QUERIES FROM LAST MEETING

22A MUGA

Following the query at the last Full Council, it can be confirmed that the last Council motion on this matter was passed in February this year. That meeting resolved to review this further once we have assets transferred to us that include possible sites.

22B CCTV IN EGERTON PARK

This was discussed at the Full Council meeting in March, and it was noted that the police advised that additional CCTV was not possible at this time.

22C GRASS VERGE CUTTING

My understanding is that this will be reviewed as part of the budget setting 2027-2028.

I'm grateful to the Deputy Town Clerk for undertaking further liaison with ESCC to try and get more of the information we need to consider this. The DTC also provided a further update to members of the Amenities Cttee on the 8th of June.

These efforts continue and a further report can come to Council in due course.

23 STRATEGY GROUP

Now that all the Cttee Chairs have been confirmed, the first meeting of this group is being organised.

24 ANNUAL NOTICE OF PUBLIC RIGHTS

The RFO has confirmed that information for the period of 'public rights' this year is as follows:

Notice issued 25th June 2026

Period is 29th June 2026 to 7th August 2026

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During this time, any person has the right to:

- Inspect and make copies of the accounting records for the last financial year.
- Submit question(s) to the appointed auditor about these records
- Make an objection to the auditor.

25 KEY PERFORMANCE INDICATORS [KPIs]

To complement this report, I am working with the HR Cttee on introducing KPIs for this role.

26 CONCLUSION

I hope that this has provided a useful summary of our key work at this busy time. Please let me know any queries or feedback.