

## APPENDIX G



### FULL COUNCIL 30<sup>TH</sup> SEPTEMBER 2026 - TOWN CLERK REPORT

#### **1 Introduction**

Please find below the usual Town Clerk report, showing the main current areas of work so that Cllrs and residents are kept up to date. Please note that the report contains updates on what has happened since the last report in July.

#### **2 Worknest Health and Safety Visit**

The Worknest health and safety inspection visit took place on the 2<sup>nd</sup> of September.

This was the first inspection since 2024.

Ahead of the visit, I worked with the Events Administrator on the preparations and to have in place the information needed for the inspector, while the whole team made sure the offices were clean and tidy.

The visit was for half a day, and the inspector visited both 35 Western Road and 44 St Leonard's Road. They then wrote a comprehensive report.

In this report, our overall score was 81%, and the summary says 'The Council demonstrates a commitment to the health and safety of its employees and others and is keen to make improvements where required... there are no actions requiring immediate attention.'

At the same time, it contained a number of important recommendations that are being followed up by the team. These recommendations and actions will come to the Amenities Cttee.

#### **3 Local Government Re-organisation and Rother District Council liaison.**

A separate update report has been prepared for this meeting and will be considered as part of the relevant agenda item.

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### **4 Pebsham Inclusive Playground**

Works began on the 10<sup>th</sup> of August. Ahead of this:

- The local area was leafleted and posters displayed.
- It was ensured that the contractor's Risk Assessment, Method Statement and necessary insurances were all in place.
- A pre-works site assessment took place with the contractor.

Since the works began, there have been regular site visits and liaison with the contractors.

The works are due to complete on the 25<sup>th</sup> of September – it looks great!

In the days following there will be the following:

- Site inspection with the contractor to 'sign off.'
- Handover meeting with the contractor including all necessary information about the operation and maintenance of all the different pieces of equipment.
- RoSPA inspection of site to provide independent sign off and health and safety advice.

As well as RoSPA, we are following the advice of Worknest in the safe operation of the site going forward. It's the first time that the Town Council has managed such a facility, and so we are drawing on all the expert support we can.

Once all the necessary steps have been taken, a public opening will happen being organised with the contractors.

### **5 44 St Leonards Road**

The lease is in place, and the site is starting to be used. A fire safety and health and safety inspection have taken place. This site is being used by the Ops Team.

### **6 FOIA Requests**

Since the last Full Council, one has been received – it was about land managed by RDC, and so the enquirer was referred on within the legal deadline.

### **7 Fountains**

As Cllrs will be aware, the August Full Council passed the following motion:

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‘It was RESOLVED to approve the draft Heads of Terms for taking on the ownership and maintenance of the Fountains once they been restored.’

A project plan is being developed covering staffing, budget, operational procedures, risk assessment, and plans for health and safety. This report will be prepared for the Amenities Cttee.

### **8 CIL Grants**

The funds have been paid to Bexhill Heritage.

The Full Council asked the Clerk to liaise with the Indoor Bowls Club - a meeting has taken place and liaison continues.

### **9 Website**

Now that the new Town Council website is up and running, an updated Accessibility Statement will come to October Full Council.

### **10 New Cllr**

As Cllrs have been advised, there will be an election for the vacancy in Central Ward towards the end of October.

### **11 Policies**

Work has continued on the review and consolidation of Town Council policies, and a report will come to Full Council soon.

### **12 Civic Booklet**

The museum has been provided with stock for them to sell.

### **13 Glyne Gap Sculpture**

An update report has been prepared for this meeting.

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### **14 Neighbourhood Plan**

An expert report on options for the Town Council to consider is on the agenda of this meeting.

### **15 Gress Matting**

An update report will be brought to Full Council soon.

### **16 Modular Toilets**

This project is to be taken forward when resources allow. Now that the Assets Transfers are paused, work on this investigation will begin in the coming weeks.

### **17 School Crossing**

A meeting is taking place about this at the school on the 24<sup>th</sup> of September.

### **18 Strategy Group**

At the first meeting of the Group, they carried out a comprehensive review of the previous Strategic Plan 2022-27.

They also confirmed that an approach can be made to ESALC who offer a service working with Town and Parish Councils on their plans.

### **19 Other**

I attended Bexhill Day in August and the Battle of Britain Memorial service in September.