

LOCUM TOWN CLERK'S REPORT

Recommendation:

To receive the Town Clerk's Report

This report will be taken as read and will not be discussed in detail. Questions arising from the report need to be raised with the Town Clerk before the meeting or in-between meetings.

1. Town Council Office

The office has reopened after the Christmas period. January is a very busy month. We have a new temporary member of staff whose main role is to provide administration to the Locum Clerk in the form of preparing agendas, taking minutes and other tasks that may arise.

2. Interim Internal Audit

The interim internal audit will be carried out on the 22 January 2025. Members will be requested to accept and approve the report as well as any recommendations for actions contained within the report.

3. Working groups

Working Groups seem to be working well. A new Working Group has been agreed at the Civic and Ceremony Extraordinary which was held on 8th January 2025 which requires approval and membership to be agreed at the Full Council meeting. This Working Group if agreed by Council will be Officer led as it is a civic type of event. The Working Group will be appointing the Mayor as the Chair as requested by the Civic and Ceremony Committee. After a debrief of how the VE celebrations went. An item will be placed on a Council agenda to dissolve the Working Group when it is no longer required.

4. Annual Town Meeting

Preparations are underway. The Hall has been booked. The Mayor/Chairman will preside over the meeting in accordance with the Local Government Act 1972.

5. Presiding at the Meeting

In a parish having a separate parish council, the chairman of the parish council, if present, must preside at a parish meeting and if he is absent the vice-chairman (if any) must, if present, preside. In a parish which does not have a separate parish council, the chairman of the meeting, if present, shall preside.

If the chairman and the vice-chairman of the parish council or the chairman of the parish meeting, as the case may be, is absent from an assembly of the parish meeting, the parish meeting may appoint a person to take the chair, and that person shall have, for the purposes of that meeting, the powers and authority of the chairman.

There will be a host for the meeting as this has proven to be successful at previous Town meetings. Whilst the term parish is used this includes Town Councils who were originally known as parishes until they gained Town status.

Karen Crowhurst,
Locum Town Clerk/RFO,

21 January 2025