

## **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. Office**

The office is quite busy at present, we are heading to the end-of-year accounts and audit at a rapid rate of knots. The interim audit went well, thanks to the due diligence of our Finance.

### **2. Emergency contact details over the Easter period**

In the event of a real emergency, Councillor Steve Holder has offered to be a contact for the public and can be contacted on 07888 668619 or at [cllr.steve.holder@wallingfordtowncouncil.gov](mailto:cllr.steve.holder@wallingfordtowncouncil.gov)

No members of staff will be working on Good Friday or Easter Monday.

### **3. Working groups**

The Community Transport Development Officer is working towards creating a Stakeholder Group to identify the need and creation of community led transport. This will comprise of Unitary Council members, Town Council Members as well as members of the community. As with all groups there will be a Terms of Reference. Membership will need to be fluid as the project progresses.

### **4. Castle Gardens Wall**

At the last meeting of the Parks and Garden's Committee the issue of the fallen wall at Castle Gardens was discussed. Given the Health and Safety risk to the public, the committee authorised me to take action in order to mitigate immediate risks. The Estates Assistant is currently liaising with two structural surveyors with a view to obtaining their guidance and advice.

Karen Crowhurst  
Locum Town Clerk,  
24 February 2025