

COMMUNITY CLERK REPORT

October/November 2024

Meetings Attended

- Full Council
- I attended the Emergency Resilience Meeting with ADC and WSCC held in the hall.

Community Action

- Prepare agenda for 19th November meeting.
- **CC34 Playscheme** – Contacted Freedom Leisure to book in dates for 2025 and confirm locations.
- Booked children's entertainer.
- Liaising with Schools for Christmas Carol Singing at T&C in December.
- Assisted Gary putting Poppies onto lampposts in the local area.

Hall Hire

- Responding to email enquiries and taking bookings.
- Sending out relevant hall hire documents.
- Chasing for Hall Hire documents and booking deposits when necessary.

Quick Books

- Adding payments made and received and updating spreadsheet.
- Producing Invoices for November payment.

Other

- Accompanied Gary for H&S whilst he put up the SID device in a new location.
- Attended Litter Pick at the Tree's Estate.
- Notice Boards updated.