

ITEM 10 ADMINISTRATION ASSISTANT REPORT

Attended a team's meeting on 10 March with ESCC, Cllr Knight and Billings.
Minutes were taken

Attended a Horam Parish Council and Horam Village Hall Liaison meeting on 4 March

Draft minutes have been produced

Last minute preparation for the Annual Parish Assembly

Attended APA on 27th March

Draft Minutes of the APA have been produced

Produced a draft calendar of meetings for 2025/26

Produced a draft advert for Councillor vacancy

Ongoing reporting of matters to ESCC and WDC

Website maintenance

Preparing Planning agenda and template for minutes

Preparing Full Council minute template

Sending Skatejam information out to Primary schools in the area

Checking Memorial garden

A week's leave in March