

ITEM 14 - Administration Assistant Report for April 2025

Prepared a poster for the temporary closure of Horam Playground for facebook and the noticeboards

Arranged site visit with Highway Steward, Cllrs Billings and Knight on 8th May

Chasing for the traffic island sign to be corrected at Maynards Green. Reported by Highways as completed incorrectly. Continuing to chase for an update.

Chasing for drain cover work to be repaired at Ballsocks Lane – ongoing

Looking at alternative litter bins for the playground

Attending the Skate Jam on Wednesday 16th April – feedback from two parishioners.

- One member of public gave their thanks to the PC for organising the event
- Another parishioner asked if HPC would consider installing calisthenics equipment at Horam Recreation Ground. He reported the adult equipment was very popular at Eastbourne and Worthing seafront

Preparing draft calendar of meeting dates for 2025/26

Ongoing reporting of matters to ESCC and WDC

Website maintenance

Preparing Planning agenda and template for minutes

Preparing Full Council minute template

Arranged for PAT testing to take place in the office

Maintenance checks of the Memorial garden