

ITEM 10 – ADMINISTRATION ASSISTANTS REPORT

- Covered while the Clerk was on Annual Leave
- Attended Full Council and Planning meeting
- Attended the Horam Fun Day
- Arranged printing of posters for Horam Fun Day
- Skate Jam posters erected
- Posted Skate Jam cancellation poster on the website
- Due to cancellation of Skate Jam went to the Skatepark to meet potential skateboarders who were not aware the event was no longer taking place
- Obtained quote for Christmas Tree – delivery and installation
- At present booking performers for Horam Christmas Fun Night
- Booked Wealden Brass Band for Remembrance Sunday
- Chasing ESCC with items that are outstanding from SLR meeting in January
- Arranged next SLR meeting in September
- Ongoing reporting of matters to ESCC and WDC
- Website maintenance
- Dealing with enquiries from members of the public
- Preparing Planning agenda and template for minutes
- Preparing Full Council minute template
- Checking Memorial Garden
- At present looking into new supplier for memorial plaques
- Report on high street bench done for Full council meeting