

Administration Assistant Report August 2025

- Covered while the Clerk was on Annual Leave
- Confirmed with English Woodlands the purchase of the Christmas Tree
- Confirmed with Agrifactors Christmas tree transportation, installing and dismantling of tree
- At present booking performers for Horam Christmas Fun Night
- Booked Wealden Brass Band for Christmas Fun Night
- 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
- Update report for FC re Christmas Fun Night
- Arranging to update the banners for Skate Jam in October
- Visit to Horam Crematorium to look at memorial plaques