



## Town Clerk's Report to Full Council – 9<sup>th</sup> March 2020

### 1. Projects Update

Frogmore & Darby Green defibrillator – due to be installed at the Frogmore Social Hall this week. The cost of the unit has been fully funded by the South Central Ambulance Service and the Yateley & District Lions Club.

Cemetery path resurfacing – the work to renovate the cemetery paths started on 2<sup>nd</sup> February.

Allotment fence – work commenced 2<sup>nd</sup> February. Allotment holders were pre-warned about the timing of the work.

2020 event – the big Council event in September now has a name – *Feel Good Festival 2020*. After a very positive launch lunch for the festival on 28<sup>th</sup> February, the Events & Communications Officer will be following up on the many conversations had with members of the community to harness their support. Thank you to all of the Councillors and Officers who supported the event – it was amazing team work and very well organised by the Events & Communications Officer.

Hart District Council Green Grid - The Deputy Town Clerk attended the Shaping a Green Grid for Hart workshop on 30<sup>th</sup> January. There were some useful resources shared with the group to support local climate change initiatives. A follow up public survey was launched by Hart on 2<sup>nd</sup> March.

### 2. Operational Update

Business continuity – the Council office team will be discussing contingency plans at our next staff meeting, so that we are prepared if there are any service disruptions for any reason. We will be documenting key operational information and testing out remote access to email and file systems so that we can work from home, if required.

Weekly market – the move to Church End Green has been largely positive, with an increase in footfall. We have three regular traders – greengrocer, fishmonger and a trader selling baked products. There have been many positive comments and promotion of the market on social media by residents. Some people are asking for a market at the weekend, however, I would like to establish this market first. It has been difficult to attract traders, despite the Events & Communications Officer being in regular dialogue with around five more potential traders and having contacted over forty stallholders overall.

The market will move to the hardstanding outside the Dog & Partridge from 11<sup>th</sup> February as the grassed area in the current location has been damaged. The Buildings & Facilities Office we will be undertaking minor repairs to the grass.

Ground maintenance contract – a contract review meeting was held with the Council's grounds maintenance contractors, PGSD, in January, with the Deputy Town Clerk and myself. It was a positive meeting that has resulted in the setting of expectations and improved communication with the contractors.

#### Enquiries database

The Deputy Town Clerk has set up a simple database to record and track resident enquiries, including highway complaints and tree issues. The database can be accessed by any Officer to enable a more efficient follow up of enquires by all team members.

### **3. Annual Town Meeting**

Just a reminder that the Annual Town Meeting is on Wednesday 11<sup>th</sup> March, 7pm start at Yateley School. Please promote this meeting through your networks as it is the ideal opportunity for residents to meet and talk to us about the things that matter to them.

### **4. Councillor Surgery Rota**

The rota for the next few months is as follows:

**20<sup>th</sup> April** Jenny Cole and Greg Easterbrook

**18<sup>th</sup> May** Mark Griffin and Gerry Crisp (Gerry Crisp to swap)

**22<sup>nd</sup> June** Stuart Bailey and Gill Hennell

If you are unable to attend the session, please could you arrange for a Councillor to take your place and let me know.

I will email you on the Friday before the Full Council with details of any appointment that have been made and if no appointments have been made by 3pm, then the surgery will be cancelled.

**Rochelle Halliday**

3<sup>rd</sup> March 2020