

Clerk's report to Council 28th May 2020.

There's been a lot happening since the office closed, and I apologise if we've been a bit lacking in communication. I know that everyone has been adjusting to the new world we suddenly found ourselves living in but it really does feel, as I write, that things are settling down to some kind of order. Although we are still working from home the majority of the time, there is now generally someone in the office during the usual opening hours.

Below is a summary of what we've all been up to over the last few weeks, regular weekly updates will start again from next week.

Covid – clearly a lot of time has been spent setting up remote working and liaising with other councils regarding good working practices. We have also been absorbing and implementing changes in legislation.

Audit – we have had our internal audit during lockdown and I'm preparing submission for this year's external audit. The internal auditor noted that the Council's reserves have now got a little high, and I will be raising this at the next F&G meeting, which is planned for 22nd June.

CCTV – planning permission now granted for the Town Hall installation; I am speaking to the company to see how quickly we can arrange installation

Asset transfers / SANG – transfers from WBC are on hold as their staff are deployed to other Covid related tasks. I have been in correspondence with our solicitors over the SANG transfer, hopefully the lease will be completed shortly.

Job applications – we have had 9 applications for the PSO role, the Chair of Staffing and I are looking at them with a view to shortlisting next week.

Town Centre management. There has been much discussion on email this week about a town centre manager. (tcm) To be clear, there is no suggestion of employing a tcm, and I apologise if I haven't been clear on what Council may want to consider. I have been approached by the WBC economic development team and Chamber of Trade to explore what can be done to support businesses as they re-open in Haslemere. If you are interested in this subject I would urge you to read the following. Council will need to decide what it wants to get involved in. I know from recent Clerk's networking that Godalming, Farnham and Cranleigh are all looking at how they respond.

<https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/4-management-of-urban-centres>

<https://www.doncaster.gov.uk/services/culture-leisure-tourism/preparing-the-town-centre-for-when-lockdown-eases>

Jo has had a lot of general administration to do -

- Cancelling events/ issuing refunds etc
- Liaising with the website designer re new website.
- Archiving and scanning documents
- Organizing and filming the VE DAY Celebrations
- Social Media (FB & Twitter)
- Creating web page for Haslemere Community Store & Social Media
- Office Admin: collating invoices, allotment requests, Civic database

In addition to this she is doing the admin for the Haslemere Help pharmacy deliveries (see below)

Pippa has also been busy:

Planning - continuing to receive planning lists from WBC, amending process whilst meetings not taking place

Neighbourhood Plan consultation:

- Weekly Neighbourhood Plan WP meetings, updating website, social media for extension of consultation, publicity documentation, RM door to door drop

Monitoring responses, dealing with notification of extension of consultation to all consultees

CIL:

Reading guidance and case studies for use of CIL money, preparation of financial reporting

Preparation of CIL document for council

Virtual meetings:

Reading updated guidance and attending webinars on virtual meetings

Preparation of virtual meetings document for council and updating standing orders

Lion Green:

Monitoring use of playground at Lion Green and putting up signage

Liaising with contractors for the cleaning

Liaising with grounds maintenance contractors for ongoing maintenance

Organising the replanting and maintenance of the High Street tubs

Legionella testing

Prep of log books for Town Hall, public toilets and allotments

Dealing with issues requiring attention so to ensure compliance

Council account inputting / invoices

In addition to usual Council work, there has been work to maintain the visibility of Haslemere Town Council within the local community and assist with those in need as appropriate.

Haslemere Help – from the beginning of the lockdown, the Mayor has manned the phone line for Haslemere Help, he will update you on that. Jo is doing the admin for the pharmacy delivery service which has so far delivered in excess of 350 prescriptions to local residents.

Haslemere Stakeholder meeting. Early on in the pandemic it was apparent that lots of organisations were working to try and help the local community but there was no networking / sharing of issues and good practice / cohesion. For the last few weeks I have been chairing a weekly meeting among those invited are:

Cllrs Robini, Dear, Barton and Matthes

Foodbank

Chamber of Trade

Haslewey

Waverley Borough Council

Voluntary Action SW Surrey

Crossways counselling

Three Counties Debt advice

Haslemere Penny Ha'Penny trust

Hunter Centre

CAB

Care in Haslemere

Rev Chris Bessant

Rev Jenn Riddlestone

Haslemere Help

The emphasis has been on networking, obtaining funding, sharing issues / good practice and helping to promote each other's services. I have had really positive feedback from many in the group and have also helped to secure grants to Haslemere Help, Crossways counselling and St Stephen's church.

I'm not sure how much longer the group will continue to meet but if you are interested in receiving the meeting note, or indeed joining a meeting, please do let me know and I'll add you to the list.

Haslemere Community store – following the successful implementation of a store in Godalming – somewhere where people who are facing not being able to feed their families can come and take a week's worth of food – there has been a team in Haslemere working to implement the same. It opened on 21 May at the Haslemere Hall with 8 families initially being fed, and demand continues to grow. I have helped secure some funding for them, and been part of the core team as the project was set up. Jo has assisted with social media. Again, now this is up and running, the amount of support needed from the office is far less.

Any questions please do let me know.