



Clerk's Report – July to August 2026

(For September Meeting)

Participation in the **NALC AI Pilot** has led to an invitation to join the new national AI Network for clerks. The network supports councils exploring practical AI use, focusing on real-life case studies, efficiency gains, responsible use, transparency, and data protection. Meetings include guest speakers, shared learning and sector-wide discussions.

Represented Highley Parish Council at **Highley Primary School** end-of-term events, including the afternoon tea and leavers' service. Completed recognised **Orange Button suicide-awareness training**.

Processed updated **AGAR queries** from the external auditor and completed Q1 accounts review with internal auditor and R&R committee.

Actions from July Meeting

- Expression of Interest submitted for devolved responsibilities and asset transfers.
- Liaison with SNT regarding domestic-violence concerns within the village.
- Local Plan representation submitted.
- Allotment tenancy management and evictions progressed.
- Continued delivery of the community drop-in.
- Christmas lights ordered for the village competition.

Attended **Martyn's Law webinar**, **Climate Emergency briefing**, and reviewed **NALC model standing orders**. Completed **SAPP Proper Practices** training ahead of the move to digital external audit (mandatory by 2029, incentives available for early adoption).

Working Groups

Events Group • Youth Group • LNRS Working Group all booked for September

Community & Partnership Work

Highley Parish Council sourced a new **defibrillator battery** for Cardiac Responder Dave Fulton using former First Responder funds. Working with Dave, Halo Leisure and Bridgnorth CFRs to deliver a CAO training session for new volunteers in partnership with Halo Leisure.

Met with portfolio holder **Cllr Sarah Marston**, leisure officers and Tom Quinn regarding future funding arrangements when the Severn Centre's 10-year management agreement ends.

Supported **The Big Listen** youth pilot scheme, promoting free activities on 5 and 12 August. Working with Cllr Roberts and Aspin to strengthen youth provision for ages 14–16 and explore grant funding to extend youth club services. Looking at a youth offer for Highley.

Set up an **Eventbrite** account, enabling HPC to create and ticket events at no cost (e.g., emergency briefing, cardiac training).

Attended the **Community Wellbeing Steering Group meeting** to coordinate support around MUGA, outdoor space, allotments, youth provision (13+), and the community drop-in.

Sourced and collected a **display cabinet** from Bridgnorth Library to preserve remaining mining artefacts after the Alveley Historical Society removed items from the Severn Centre. Secured the collections of Tony Jones and Roger Powell; other items have been transferred to Chetton Heritage Museum.

Provided regular **Severn Centre tours** for visitors unfamiliar with the site since the medical practice relocated—typically 2 to 3 times per week.

Completed a **Youth Partnership village walk-around** and attended the **RAF Cosford Community Connectors Conference**.

Took several days of annual leave over the summer (Burwarton Show, concerts, festivals, family funeral). Further leave is booked for September and October; out-of-office notifications will be active. Dates approved by the Staffing Committee. AP