



# Clerk's Report – September 2026

*(For October Meeting)*

## Actions Arising from the September Meeting

- Induction completed for new councillor JS.
- Face-to-face meetings held with PC Ives and PC Nolan.
- Working groups facilitated: Youth, NCNR45, Communications & Events, LNRS, and Bus Shelter (TP).
- Emergency Briefing screening delivered successfully, alongside the Boyer developer public engagement meeting.
- CiL/NF funding criteria submitted with the aim of securing a higher allocation for 2027.
- Notice of Completion of Audit published and displayed.
- Letter hand-delivered to Mrs Bradley regarding the housing development, providing assurance of HPC's continued support for the community.
- Asset tour conducted with Hannah Thomas to showcase Highley's facilities and infrastructure.
- SVCP requested reinstatement of partnership meetings (DT/JM attending) and graffiti issues at New England chased.
- Planning Committee actions and minutes completed; ongoing support provided to residents throughout the month.
- Online SATH updates monitored
- Fix my street reports chased and closed

## Working Groups, Engagement & Community Support

- Multiple working group meetings supported with guidance, notetaking and follow-up actions (Communications & Events, Youth, Steering Group).
- Promotion and advertising of key events including the Boyer Planning Meeting, LNRS National Emergency Screening, and cardiac arrest training.
- Liaison with lighting contractors regarding CCTV system upgrades and preparations for the Christmas Light Switch On.
- Regular drop-in support for residents, primarily planning signposting but also urgent issues requiring immediate assistance.
- Coordination of Remembrance Parade planning and bringing together community groups for an early-October meeting.
- Successful relocation of monthly drop-in.

## Routine Clerk/RFO Duties

- Daily management of post, telephone calls and emails.

- Ongoing administrative, statutory and operational tasks to support council functions and community enquiries.