

## WAREHAM TOWN COUNCIL – REPORT



**Meeting Date:**

**Agenda Item:**

<b>Subject:</b>	Town Clerk's Update
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To provide an update on the progress of ongoing work outside of the Action Plan.
<b>Background:</b>	Council receives an update from the Town Clerk, usually verbally, on work being undertaken or on significant matters. If the Clerk is absent, this will be given in report form.
<b>Key Points:</b>	<ul style="list-style-type: none"><li>• The media release was sent out on Thursday to all media outlets locally and nationally and has been received well so far. There have been some negative comments online in the Social Media space, but the emails received and conversations that have taken place have been very positive. Community engagement strategy will be devised in the coming weeks once the new Museum Co-Ordinator has settled in, and representatives from Talis Chartered Surveyors and Building Consultants, who specialise in cultural and heritage redevelopment, will be attending the Annual Town Council meeting to show some initial plans and ideas.</li><li>• The new Museum Co-ordinator started on 24 March and is settling in well, making plans for the re-opening and taking over the running and operations from Paul. Paul's last day will be Thursday 27<sup>th</sup> as he has some time owing and a day's leave, and the staff are having a leaving lunch for him on Thursday.</li><li>• The standstill period for the Howard's Lane public toilets has ended and the Deputy Clerk has been liaising with Health Matic regarding the next steps. The Amenities Committee will be updated with the involvement of the Buildings Project Working Party.</li><li>• The second Internal Audit visit took place on Thursday 20<sup>th</sup> March, and there are some minor matters to be addressed with 1 high level matter relating to the Town Band Room lease which will need dealing with.</li><li>• Last week saw a student from Kingston Maurward and Weymouth College spend the week with me on work experience. Lucy carried out a number of tasks such as preparing the agenda for tonight's meeting and carrying out a full stock take of the Museum shop, which she devised and calculated full gross and net costs for. Lucy was a pleasure to have in the office and left knowing a lot more about Town Council's than she did when she arrived.</li></ul>
<b>Implications:</b>	None to note – purpose is to update on previously agreed decisions and actions.
<b>Recommendation:</b>	To note the Town Clerk's Update.