Admin Assistant report

8th June Quotes obtained re 1100 lt recycling bin from Biffa and CDC

14/15 June 2022 Trial run of the stall for Hotham Park – posters for stand, flyers.

A3 posters to be displayed in hall.

17th June - Popped to Robin Hood Pub re Councillor Stand for October – unfortunately, they are no able to accommodate us.

20th June Produced Councillor stand A4 posters

21st June Honey Bees is rear fascia board – local bee removal cannot help as specialist insurance needed so contacted Hampshire Bee Company Daren George 07778 141505 – awaiting reply. [Bees in Buildings | British Beekeepers Association (bbka.org.uk)](https://www.bbka.org.uk/bees-in-buildings). As cost may need to be local pest company to remove. – **update (4/7)–** does not appear to be any bees etc entering the fascia board – Gary tasked to plug hole to prevent further nests etc.

28th June Started initial training re Introduction to Planning course – reviewed previous powerpoint slides

29th June Created and ordered new business cards – order arriving around 14th July.

30th June Informal Meeting re Community Action with Beth Parry - Arun and Chichester Food Partnership Development Officer, and Sarah Smith Community Engagement Officer

4th July Created Posters/flyers for Summer play schemes

4th July Prepared letters to go to Wilko & Co-op re request for donations for Summer Play Scheme/Fresh Food for Bognor and Bersted Families.

11th July Prepared small flyer for councillors to distribute advertising Councillor Stand on 26th July and Litter picking schedule.

Ongoing in-house training with the Clerk and Admin Assistant (website, quickbooks, bookings).