

Admin Asst/Trainee clerk report

August

Training from Clerk re taking on Committee Action Committee (Agenda Planning etc)

Research re request for permanent Xmas Tree in North Bersted – gathering information from Utilities in area re gas/water mains which could be affected by dig/tree roots.

26th August - Covering Playscheme

September

Further training re Community Action Committee

11th Sept Training by Zoom. Roles, Responsibilities and Working Relationships

13th Sept – attended Clerks Meeting in North Mundham

20th Sept Training by Zoom. Meetings (overview including Governance, preparing Agendas, clerking meeting and minutes)

October

Prep re Christmas Fayre – co-ordinating stall requests etc

5th Oct – meeting with Steve Hearn re Xmas Fayre

11th Oct – Training by Zoom. Co-Option, Elections and Annual Meetings