**Deputy Clerks report – Nov - Dec 2022**

**I have been involved with the following: -**

Arranging the installation of the North Bersted Conservation Area gateway sign.

Arrangements for the erection of the Christmas Tree at Royal Parade, applying for highways permission and with Bognor TC, Town Force to borrow 4 event barriers to put round the tree. Thanks to Cllr Spencer, Gary (groundsman) and Dave Rogers (aerialdave) for putting the tree up and Dave Rogers for purchasing it.

Applying for permission to plant trees from Highways.

With the clerk liaising with contractors to change the Parish CCTV, alarm monitoring and key holding services to Scanstation and Avantguard as agreed by F&GP Committee.

Meeting with potential candidates, along with Cllrs Lainchbury, Spencer and the Clerk to fill the vacant trainee clerk position.

Christmas Fayre Saturday 3 December kitchen duties.

Arranging meetings with developers to hold a public exhibition and attend the Planning meeting on 6 December.

Arranging for a plumber to fix a leaking cistern in the ladies toilet and fit new taps for the changing room sinks.

Bookings for the hall. New booking for the meeting room twice a week for National Teaching & Advisory Service from January 2023, they have used the meeting room before.

Complaints from a resident in Shripney regarding gullies in the service road flooding, after I reported the problem to Love West Sussex several times and no action had been taken, C. Cllr Greenway became involved. WSCC highways promised the gullies were due to be cleared on 12 December. The resident was informed of this by C. Cllr Greenway. The resident has thanked me and C. Cllr Greenway for our efforts to resolve this.

**Coming up**

Clerks Meeting 15 December

Tea & Coffee Club 19 December – Carols with Arun A Cappella