

## Report to full Council and Town Clerk's Report May 2023

Report for council: General info/updates

### Welcome to the New Council.

**Papers:** The papers and minutes will adopt the new fonts and layouts from this meeting forward. The new format for papers presentation has been delayed (due to staff time) but will be implemented over the coming weeks.

**Chairman:** Cllr Todd attended the Twinning 50<sup>th</sup> Anniversary celebrations; he was accompanied by Cllr Baker (Vice-Chair).

**Church House:** At the January meeting, Members noted repairs to the front area where there was broken rendering. The work has been delayed due to the heavy rains. It is hoped to take place in May.

**Edenbridge Magazine:** (also published on [website](#).) We have negotiated to now have council newsletters in every edition, alternating with one full page and then a double page spread.

**Electric Vehicle Chargers (EVCs):** The Agreement with Kent Smarter Travel Scheme (KSTS) to install four EVCs at Market Yard car park has been submitted; still awaiting an installation date. *(Council meeting July 2021 supported EVCs in its car parks, and CIL Board October 2021 approved up to £7,500 contribution towards the KSTS scheme.)*

**End-of-Year:** The RFO and Town Clerk have spent time on the year-end. On 11 May the internal Auditor confirmed a good audit and year-end. Report to follow. Payroll year-end has been completed. P11 year-end is due end of June/early July.

**Inspections:** The external Fire Risk Assessment was completed February. The completed hard copy file has been received. The Town Cler and Buildings Manager are working through the report. Any notable recommendations will be reported to Council. The file is available to view.

**Market:** After a quiet start to the year, the Market is picking up again. There are two new food vans, and the artisan bread stall continues to sell out each week. Other stalls are also doing well and continue to book a slot either weekly or twice monthly. Some promotions have been run across social media, there is now a banner at south entrance of the town as well as near the Great Stone Bridge. NABMA *Love your Market* month (May) promotion and bunting will be at the Market, there is also a campaign to attract young traders (18-30 years), and hopefully we will have some activities for the summer period.

The end-of-year showed the running costs of the market made a small surplus. The aim was to at least break-even. A reminder of costs: business rates, promotional activities, market officer; income: pitch fees.

**Personnel Committee:** The next Personnel Committee is scheduled for Tuesday 23 May, 11.00 am.

**Training:** 10 Members of the team attended a 3-day First Aid at Work course and achieved their certificates. The Worknest online learning platform is planned to be available to all staff over the summer months. This is aimed to support renewal and updating the breath of soft skills, health and safety awareness and help develop better governance and safety awareness skills.