

To receive and note an update on the Town Council policies and processes.

Report to: P&F

Date of Report: 6.1.26

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: P&F held on 11.11.25 minute nr. 252/25/26

Purpose of the report: To provide an update following the resolution of P&F held on 11 November 2025.

Officer's Recommendations

Members are asked to note the update. Quotes will be presented at a future P&F meeting once received and reviewed by the Town Clerk.

Report Summary

At the P&F meeting on 11.11.25, Members supported the Town Clerk's recommendation to explore outsourcing a full review of all Town Council policies and procedures.

Quotes have been requested but are not yet received.

Detailed quotes will be presented to Members at a later date once obtained.

Signature of Officer:

Office Manager / Assistant to the Town Clerk