

## **Agenda item 4**

### **Assistant Clerk (Community) – 30/4/23**

#### **Community - General**

- Monkton Matters – keeping MM up to date with new news and events as and when required. Sharing articles on facebook pages.
- Updated Community Matters article and shared on Monkton Matters, facebook and noticeboards.
- Run Community Café once a week and the Stay and Play twice weekly
- Responded to enquiries/requests via facebook and by email to those in the community.
- Regular trips to Bookers to restock for the community café and for events.
- Liaised with litter picking volunteers about issues around the parish and passed onto appropriate service or reported to council as needed.
- Organised deliver of flood packs from Rotary Club.

#### **Community Fridge**

- Coordinating and managing volunteers, cleaning rotas and pick ups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responding to complaints and concerns about community fridge users.
- Linked in with Aldi at Bathpool and we are now collecting regularly from here as well as the 3 coops.
- Met with Mervyn from St George Church Wilton to support them with setting up a new Community Fridge.
- Purchased rat box for the fridge area.
- Liaising with Fareshare to coordinate pick ups at local supermarkets.

#### **Community Cafe**

- Running a weekly Community Café at the BACH over the school pick up period. Opportunity to meeting with the public to share concerns and to socialise.
- Meeting place for potential and existing volunteers to support, recruit and get feedback about the volunteering.
- Promote community events here.
- Tony Wearmouth PCSO to drop in and run any events here and Village Agent (New village agent appointed, waiting to hear who) attending regularly to meet clients and run drop ins monthly.
- Run regular 'Repair Café' and now have a seamstress who has joined us. We are also planning to help those in the community who struggle with IT generally during the repair café.
- Met with Kev Smith to discuss having a QR code so people can donate to the café/fridge.

#### **Community Garden**

- Community Garden group meet regularly at the BACH
- Cllr Paul Elliston works with this group regularly who have grown a number of different veg which have supplied the Community Fridge.

#### **Community Events**

- Prepared and printed answer papers for the Community Quiz night
- Community Quiz – with over 45 in attendance.
- Prepared new spreadsheet for Coronarion Event with final plans.
- Liaising with Bethan Turner for promotion of Events
- Respond to requests from residents for open mic/parking and stalls for events

- Liaising with stall holders, food providers, volunteers and attendees for the Kings Coronation.
- Check First Aid Kit for Events

### **Easter Egg Hunt**

- Full attended by 100 children and their families
- Organised Y6 girls craft stall for the Easter Egg Hunt Event
- Liaised with Volunteers to organise and run Easter Egg Event
- Posts following the event on social media

### **The Big Clean Up**

- Organised and ran this event with litter pickers and new members of the public
- Liaised with Somerset Council for collection of the rubbish collected.
- Posted on social media following event

### **Kings Coronation**

- Planned and Coordinated planning for the Kings Coronation Event.
- Managing and recruiting Volunteers for the event.
- Liaised with stall holders and food providers.
- Organised equipment required.
- Managed parking requests.
- Managing calls/messages from the Open Mic performers.
- Bookers runs to purchase drinks and other.
- Organised Coffee/Tea table for the TV Marquee.
- Met and purchased items for the Y6 girls to run another stall.
- Sourced marquee and tents to purchase.
- Printed leaflets and posters and organised distribution and posted on noticeboards.
- Met Kev Smith, Paydoughme to organise payment terminals.
- Liaised with Toilet hire company and TV hire company.

### **Other Volunteering**

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Continue to update spreadsheet with new volunteers

### **Meetings**

- Attended PC meetings
- Attended 2 agenda run through meetings
- Created communications and clerk community report
- Attended Quiz Night Event
- Attended Course on 'Advanced Social Media for Councils'
- School Council Meeting at West Monkton Primary School