

MONTH 2018	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
April	10	Communication Strategy Task & Finish Group to prepare a recommendation for consideration concerning a Communication Strategy for the Town Council.	Work in progress	Communications and Media Policy approved by Council on 6 December 2018.
July	12	Procure a small memorial plaque for Back Lane car park in memory of the three sons of Alderman Davies who died during 1918.	Work in progress	Supplier agreed at Finance & Asset Management Committee at meeting held on 29 th January 2019.
	20	Invite local businesses to sponsor floral displays at High Street and Sheinton Street	Work in progress	Postponed until the Spring.
November	14	Ask Arrol and Snell to consider improvements to the acoustics in the Guildhall	Work in progress	Request passed to Arrol and Snell and added to the programme of works under consideration. Programme of works still awaited from Arrol and Snell.
December	13	Recommendations from Internal Audit Report adopted.	Work in progress	Bank reconciliations and bank statements to be signed at Finance & Asset Management Committee meetings. Budget preparation completed. Other matters to be addressed by Locum Clerk/ RFO.
	17	Extraordinary meeting to be held to consider Local Plan Review – Preferred Sites.	Yes	Meeting held and Council's response to consultation agreed and submitted.
January	7	Connexus to provide additional information on profiles of tenants at Callaughtons Ash	Work in progress	Email follow up sent to Connexus requesting information.
	17	The Mayor to be nominated to attend the Summer Garden Party at Buckingham Palace.	Yes	Successful nominations announced: Cllr Robert Kynaston of Alberbury with Cardeston Parish Council and Cllr Martyn Edwards of Donnington with Muxton Parish Council
	21	Contract to be placed for drainage work on Gaskell Ground	Work in progress	Pending discussions with Wenlock Estates.