

MONTH	MINUTE NO.	RESOLUTION	TASK COMPLETE	COMMENT
<b>2020</b>				
January	8	The Clerk should update the Council's Critical Commitments Strategy and associated documents to form a basis for the Strategic Plan.	In progress	Discussed with Cllr Harper. Moving forward.
	9	Take advice on requirements for water monitoring	In progress	Legionella testing at Corn Exchange is undertaken by Clira on a regular basis. Requirement for Guildhall testing being investigated.
	13	Request that SC install a loading bay in the High Street.	Pending	Request made, under consideration.
	17	Contribute £500 towards the cost of installation of secondary glazing in the library	Pending	Decision communicated to SC. SC considering whether to proceed.
July	15b	Approach a builder regarding proposals to reconfigure Queen Street public toilets	Pending	Further guidance required. For discussion with members of Grounds & Property Maintenance working group.
September	6a	Consider options for Mary Webb room	In progress	On agenda for Finance meeting on 24 <sup>th</sup> November.
	8	RFO and Clerk to produce draft budget for consideration by budget working group	Yes	Discussed by working group, on agenda for 24 <sup>th</sup> November.
	10	Anti-pigeon measures for Guildhall	In progress	Measures implemented for front of the building. For further discussion at meeting on 24 <sup>th</sup> November.
	22	Establish the cost and arrangements for installation of a separate gas supply for 2 Burgage Way	Pending	Involvement of local gas engineer required.
	23	Obtain quotations for re-grouting the bath at Linden Lodge	In progress	Balfours asked to obtain quotations, along with prices for replacement of cracked and chipped wash basin
October	11	Move the benches in the Square to agreed new locations and move the roundel to another location, to be determined at a later date. Arrange meeting with Wenlock Estates to discuss moving the benches and how to address the condition of the paving	In progress	Provisions of lease for The Square to be checked prior to meeting.
	13	Arrange for the removal of the Homer telephone kiosk	In progress	Advice obtained from BT. On agenda for meeting on 24 <sup>th</sup> November.
	22	Formally thank Head Custodian at the Guildhall and to mark the occasion of her retirement with a gift.	In progress	Letter of thanks delivered. Presentation of gift to be arranged.