

MONTH	MINUTE NO.	RESOLUTION / ACTION	TASK COMPLETE	COMMENT
<b>2020</b>				
July	15b	Approach a builder regarding proposals to reconfigure Queen Street public toilets.	Pending	Passed to members of Grounds & Property Maintenance working group for consideration.
September	22	Establish the cost and arrangements for installation of a separate gas supply for 2 Burgage Way.	Pending	Involvement of local gas engineer required.
<b>2021</b>				
January	10	Obtain quotations for repairs identified for immediate attention and those specified as being necessary within two years for the Corn Exchange.	In progress	
March	12c	Defer consideration of the desired format of a Strategic Plan to the proposed working group of the new Council.	In progress	Raised at full Council meeting 08.07.21 and 04.11.21. Workshop for all Councillors to be arranged.
	18b	Consideration of the Guildhall renovation to be discussed as a priority item by the new Council.	In progress	Included in report from Property Working Group for November meeting.
July	18	Administrative staff should work through the Fire Safety Audit of the Corn Exchange, implement recommendations which could be achieved at little or no cost and seek quotations for higher value measures.	In progress	New signs and door seals purchased. Quotes being obtained for other work.
September	9	Arrange for the contractor for the yew hedge to also remove the ivy on the rear wall.	Yes	
	10	Explore other options for insurance for buskers	Yes	No other options found.
	12b	Delegate authority to officers in conjunction with the Deputy Mayor to select a street lighting energy supplier and make arrangements for a new contract.	Yes	Comparative quotations obtained. Existing supplier currently offers best prices in a volatile market, so arrangement with existing supplier to continue until market has stabilised.
	19	Approve the rental of the Mary Webb Room and for officers to make the necessary arrangements.	Pending	On agenda for November meeting.
October	7	Revised draft budget to be presented to next meeting of the Finance & Asset Management Committee.	Yes	On agenda for November meeting.
	14	To take out a three year contract with Rialtas Business Solutions.	Yes	
	15	To award the contract for maintenance and monitoring of the security alarms at the Corn Exchange and Guildhall to Security Wise.	Yes	
	16a	To delegate authority to the Clerk to negotiate with Croft Building & Conservation Ltd the price for repairs to the cill and painting of the window at the Guildhall to a maximum of £580.	Yes	Order placed at a price of £535.50. Work awaited.

	16b	Obtain quotations for a structural engineer's report on the damaged support beam at the rear of the Guildhall	In progress	13 engineers contacted: 4 negative responses received, one quote submitted, meeting arranged with one engineer on 22 <sup>nd</sup> November, other responses awaited.
	17	To approve the quotation submitted by E.ON to replace the street light outside 10 Swan Meadow and to install a replacement street light in Queen Street at the junction with Back Lane.	Yes	Order placed, installation awaited.
	18	To approve the quotation from Steve Burton for grounds maintenance work at the cemetery.	Yes	Order placed. Work to be carried out at the appropriate time of year.
	19	To approve the quotation for the winter floral displays.	Yes	
	20	To accept the quotation for repairs to the garden fence at Linden Lodge.	Yes	Work completed