

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.	Yes	Established that gas supply serves only 2 Burgage Way so no separation 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.	Pending	
March	12c	Defer consideration of the desired format of a Strategic Plan to the proposed working group of the new Council.	Pending	Raised at full Council meeting 08.07.21 and 04.11.21. Workshop for all Councillors to be arranged.
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.
November	5	Check for any recent work to Linden Lodge chimney.	Yes	No recent work has been undertaken. Gutters have been cleared.
	10	If no positive response received from the prospective tenant for the Mary Webb Room to re-advertise the room for rental.	In progress	No response received from prospective tenant. Room to be re-advertised.
<b>2022</b>				
January	8	Support the planting of 10 trees in the old cemetery to be obtained from Harley Nursery. Invite contributions from members of the public to offset the cost and encourage community participation.	Yes Yes	Planting scheduled for 19 <sup>th</sup> March. Contributions requested and received.
	11	Welcome Back Fund: approve the purchase of a planter to replace the damaged one at the end of Sheinton Street. Purchase Christmas lights from LITE.	Yes Yes	Old planter removed and new one installed. Order placed
	12	Appoint Thomas Consulting to produce a structural engineer's report on the damaged beam on the Guildhall.	Yes	On agenda for 22 <sup>nd</sup> March
	13	Commission a local electrician to produce a specification for electrical work inside 10 High Street. Guildhall: arrange a meeting with a recommended fund finder and project manager.	Yes Yes	On agenda for 22 <sup>nd</sup> March Meetings arranged with three different consultants.