

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.
<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.	In progress	Raised at full Council meeting 12.05.22. Committees to be asked to put forward suggestions, for consideration at full Council in the autumn.
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. Progress to be reviewed by staff.
November	10	If no positive response received from the prospective tenant for the Mary Webb Room to re-advertise the room for rental.	Pending	No response received from prospective tenant. Room to be re-advertised.
<b>2022</b>				
March	7	Refer the internal audit report to full Council for approval.	Yes	Considered on 12 <sup>th</sup> May
	11	Cemetery fees approved with effect from 1 <sup>st</sup> April 2022.	Yes	New fees introduced
	12	Arrange for the Admin Assistant to undertake the analysis of the paper residents' survey forms.	Yes	Completed and published
	15	Commission a half-page advertisement in the Shropshire Kingfisher Visitor Guide.	Yes	Reduced price of £250 negotiated by RFO.
	19b	Make arrangements for repair of the support beam at the rear of the Guildhall within a budget of £5,303	Yes	Croft Building & Conservation commissioned – date for work awaited.
	19c	Reduce the height of the yew hedge at the rear of the Guildhall	In progress	On agenda for consideration on 24 <sup>th</sup> May
	21	Approve the quotation from DLM Electrical Contractors for electrical work to 10 High Street	Yes	Work completed. Electrical report and report on fire alarm provided. On agenda for 24 <sup>th</sup> May.
	22	Arrange a repair to the velux window at 2 Burgage Way. Noted that a repair had been commissioned to the French door.	In progress	The French door is rotting and replacement is required. Quotations awaited and to be considered on 24 <sup>th</sup> May, if to hand.
	24	Commission RMW Electrical Services to undertake work to alarm system and emergency lighting at the Guildhall. Seek quotations for a new digital alarm system.	Yes In progress	

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	24	Accept the quotation from Clira Water Hygiene for a legionella risk assessment of the Guildhall.	Yes	Assessment carried out – report awaited.
	26	Accept the donation from The Much Wenlock Christmas Lights Fund towards the town's festive lighting display.	Yes	Acknowledgement included in the Wenlock Herald. Transfer of funds to allocated reserve on agenda for 24 <sup>th</sup> May.
	27	Accept the propose from Telford & Wrekin HR for a three year contract for HR advisory services.	Yes	Introductory meeting arranged with new consultant for 25 <sup>th</sup> May.