

MONTH	MINUTE NO.	RESOLUTION / ACTION	TASK COMPLETE	COMMENT
2021				
January	10	Obtain quotations for repairs identified for immediate attention and those specified as being necessary within two years for the Corn Exchange.	Pending	
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	Reviewed at September meeting. Additional contractor to be contacted.
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. Management of Mary Webb room to be considered at meeting on 18 th October.
2022				
March	24	Seek quotations for a new digital alarm system for the Guildhall.	In progress	
May	26b	Check arrangements for the management of the cashpoint machine.	In progress	Enquiry submitted to Barclays and telephone discussion held. Report to be made at October meeting.
July	7	Strategic Plan - hold a separate meeting to consider each property in detail.	Yes	Meeting held on 4 th October.
	8	Guildhall Legionella Testing - the Clerk should draft the required documentation, purchase equipment required for water temperature checks and make arrangements for regular testing.	In progress	
	14	Renew the contract with Healthmatic for the cleaning and maintenance of the public toilets for 12 months at a cost of £15,323.61.	In progress	Meeting with Healthmatic held on 22 nd September. Contract amended and awaiting approval from Clerk/RFO.
	17a	Commission Roberts & Cooke Air Conditioning to pressure test the remaining three air conditioning units, install refrigerant and test their operation.	In progress	Order placed, work awaited.
September	10a	Defer consideration of the draft Management Plan for the Old Cemetery to 18 th October.	Yes	On agenda for 18 th October.
	10b	Review the health of the 'Queen's Green Canopy' trees in 12 months before considering further planting at the cemetery.	Yes	Friends of the Cemetery advised. Review diarised for next year.
	10c	Seek advice from other Councils and SALC for their approach to memorial testing and report to the Committee at a future meeting.	Yes	On agenda for 18 th October.

	11	Thank the Allotment Society for their proposal regarding the extension of the cemetery. Long terms plans for the cemetery including this proposal may be included in the long-term strategic plan for the council.	Yes In progress	
	15	Approve the quotation from Taylors Classics for repair of the inkstand.	Yes	Repair in progress
	16	Approve the quotation for winter floral displays from Rod and Viv Hall.	Yes	
	18a	Defer consideration of quotations for refurbishment work at 10 High Street to the next meeting.	Yes	On agenda for 18 th October
	18b	Defer consideration of a quotation for the intruder alarm at 10 High Street to the next meeting.	Yes	On agenda for 18 th October
	19	Approve the quote from JCJ Pest Control for pigeon reduction measures.	Yes	
	20a	Delegate authority to choose new Christmas column lighting to the Town Clerk and RFO.	Yes	Selection made and order placed.
	20b	Offer a three year contract for installation of the town's Christmas Lights to Potters Electrical.	Yes	Order placed. Permission obtained from SC for installation of removable bollards in the Square. Date for work awaited.