

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.	Yes	Decision taken at meeting held on 26 th October to continue with Town Council use and occasional hires.
2022				
March	24	Seek quotations for a new digital alarm system for the Guildhall.	In abeyance	Decision taken at meeting on 26 th October to leave this matter in abeyance pending renovation of the Guildhall.
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	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.	Yes	Contract amended and signed.
	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	11	Long terms plans for the cemetery including this proposal may be included in the long-term strategic plan for the council.	In progress	
October	6a	Investigate the economies and risks of a reduction in street lighting provision.	In progress	Progress report to be made at meeting on 22 nd October.
	7	Increase the rental rate for several council tenancies. Increase the hire rate for stalls in the Square to £30 per day.	In progress In progress	To take effect from 1 st April 2022 To take effect from 1 st January 2022
	7	Seek quotations for engraving the mayoral chain with the names of recent mayors.	In progress	
	11	Approve the Management Plan for the Old Cemetery for 2022-27 with the exclusion of the proposal for additional trees along the roadside boundary and the proposal for additional seating.	Yes	Author of the Plan advised. Amendments being made and work to be prioritised.

October	15	Arrange for the artwork for the Much Wenlock leaflet to be amended and for the printing of 5,000 copies with a contribution of 50% of the cost coming from Shropshire Council.	In progress	
	16	Continue to use the Mary Webb room as a Council meeting room and for casual hires.	Yes	Advertised in Wenlock Herald, on website and notice board.
	17	Approve the Fittings and Contents Form and the Property Information Form for 2 Burgage Way.	Yes	Returned to solicitor
	18	Award the contract for refurbishment of 10 High Street to Prestige Property Maintenance.	Yes	Order placed, date for work awaited.
	19a	Award a three year contract for street lighting maintenance to E.ON Highways Lighting.	Yes	
	19b	Award the contract for the replacement of the Council's SON lamps with LED lamps to E.ON Highways Lighting. Award the contract to replace the SOX lights containing asbestos seals with LED lamps to E.ON Highways Lighting.	Yes	