MONTH	MINUTE NO.	RESOLUTION	TASK COMPLETE	COMMENT
2016 October	6ii	Write to the allotment holders with the agreed response. Arrange for a notice to be displayed on the allotments notice board notifying of the agreed response.	Yes	The Allotment Committee Chairman has been informed of the Committee's decision and all allotment holders who have breached the hedgerow have been informed. Only one acknowledgement has been received which agrees to the terms.
	8	Town Clerk to work with craft stall market traders	Work in progress	Meeting held with Gail and Lori on 13 January 2017. See separate report.
November	6ii	Write again to allotment holders concerning unauthorised access.	Yes	Letters sent recorded delivery, with copy letter, 18 January 2017.
	7c	Resolve issue with income and expenditure	Yes	
	11 & 12	Appoint Highline on a 3-year contract for street lighting maintenance	No	Awaiting to see how well the company responds to a street light repair to note efficiency.

TO NOTE:

- 'Smart' electric meters have been installed at the Corn Exchange, the Guildhall, and the cemetery chapel. This means that future bills will be based on actual and not estimated readings.
- An internal audit has been carried out but, at the time of writing, a report has not been received.