TO NOTE:

MONTH	MINUTE NO.	RESOLUTION	TASK COMPLETE	COMMENT
2016 September	12a	Apply for a debit card from Barclays Bank	Work in progress	
October	7ii	Posters promoting the becoming a councillor should be placed on notice boards at Homer and Bourton	Yes	There is insufficient room for all of the posters
	7iii	Thank Cllr. David Turner for arranging a meeting between the Neighbourhood Plan Monitoring Working Group and the Planning & Environment Committee	Yes	
	10	Amend the Terms of Reference and responsibilities for the Neighbourhood Plan Monitoring Working Group	Yes	
	13	Provide 2020 Gallery with a copy of the TRS market survey	Yes	
	14	Publish the following statement: "Much Wenlock Town Council welcomes visitors to the town and its amenities, including those with reduced mobility".	Yes	Published on the town council's Facebook page and website
	17	Respond to consultation	Yes	

TO NOTE:

- The Town Clerk attended a training event on 21 October 2016 – "Are you prepared for new councillors?" Topics covered included a check list of what the clerk needs to do in readiness for elections, the election process and the procedure for filling casual vacancies, the first meeting of the new council, exploiting social media, and developing a vision for the council.
- Decisions can only be made on items that are clearly specified on the agenda. The purpose of the Town Clerk's report is only to update members on how decisions from previous town council meetings have been actioned. It does not make provision for further decisions to be made.

Sharon Clayton
Town Clerk
3 November 2016