

MONTH 2017	MINUTE NO.	RESOLUTION	TASK COMPLETE	COMMENT
July	12ii	Ask for feedback from the Town Council's representative on the Chamber of Trade	Yes	No feedback received at the time of writing
	12iii	Chairman to ascertain what publicity leaflets are currently available about the town	Work in progress	The Chairman has agreed to explore costs for distribution of promotional leaflets for the town (minute no. 6ii dated 29 November 2017).
September	11	Seek advice about how the scroll and cabinet can be repaired at the museum	Work in progress	
	16(i)	Clear out the gaol	Work in progress	
	16(ii)	Seek further quotes for a new cellar door at the Corn Exchange	Work in progress	
	17	Arrange for the roof of the bowling clubhouse to be repaired	Work in progress	Quotes are being sought
October	6	Chairman to seek a meeting with the Conservation Officer at Shropshire Council to seek advice about repairs and maintenance required at the Guildhall	Yes	A meeting is to take place on 23 January 2018.
	19	Replace the faulty heater in the Guildhall	Yes	
November	6iii	Members to meet informally on 18 December 2017 to discuss town promotion in more detail	No	The meeting was cancelled
	7ii	Invite a representative from CCLA to discuss investment with the Committee	Yes	Mark Davies from CCLA will meet with Committee members in the Town Clerk's office on Wednesday 17 January 2018 at 2 pm.
	8i – 8iii	Rename the Forward Plan to the Critical Commitments Strategy and, following agreed amendments, present it to the Town Council	Yes	
	9	Recommend the draft budget to the Town Council	Yes	
	10	Increase the Guildhall insurance to £10m	Yes	
	11	Develop an investment policy	Work in progress	
	12	Update the markets policy with agreed amendments	Yes	
	16	Appoint a technical assistant on the government work Placement Scheme	Work in progress	Awaiting details concerning the appointment

To note: The Town Clerk's office and Archive Room have now been re-decorated.