

MONTH	MINUTE NO.	RESOLUTION	TASK COMPLETE	COMMENT
2018				
February	12	Purchase personal protective clothing for the Handy Person	Work in progress	
April	6b	Ask Linda West to look at the scroll and cabinet in the museum.	Yes	Waiting for a response from the museum
June	10	Install new street light at the rear of the Corn Exchange.	Work in progress	The order has been placed with Eon
	11b	Queen Street toilets to be locked between 7 pm and 6 am each day.	Work in progress	Signage has been prepared, locks have been fitted and Healthmatic has been informed. However, the toilets are not presently locked.
July	6	Inform the Handy Person that he should wear a high visibility jacket at all times when on duty for the Council.	Yes	
	9	3 quotes should be provided for the cost of the cabinet to house the "Book of Remembrance" before placing the order	Yes	The cabinet has been ordered with the best quote and recommended maker appointed to construct it.
	10	Instruct Arrol & Snell to prepare a further report for the Corn Exchange and Guildhall to include repair priorities and a tender document from which competitive quotations can be sought.	Yes	Awaiting a response.
	12	Appoint RMW to carry out an electrical inspection of the Guildhall.	Yes	The work is complete with no action required.
	15	Enter into a one-year contract for Christmas lights with Millennium Quest	Yes	Some infrastructure work has already been carried out and the Christmas lights will be installed on 25 November 2018.