

MONTH 2018	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
January	11	Works to the Pound should be discussed further with William Brookes School.	No	No response received from WBS. Left in abeyance by Finance & Asset Management Committee.
April	10	Communication Strategy Task & Finish Group to prepare a recommendation for consideration concerning a Communication Strategy for the Town Council.	Work in progress	Communications and Media Policy approved by Council on 6 December 2018.
July	12	Procure a small memorial plaque for Back Lane car park in memory of the three sons of Alderman Davies who died during 1918.	Work in progress	Quotations to hand – awaiting decision of Finance & Asset Management Committee
	20	Invite local businesses to sponsor floral displays at High Street and Sheinton Street	Work in progress	
November	14	Ask Arrol and Snell to consider improvements to the acoustics in the Guildhall	Work in progress	Request passed to Arrol and Snell and added to the programme of works under consideration
December	11	Formal letter of thanks to be sent to Barclays Bank for the reinstatement of the ATM.	Yes	Sent and acknowledged.
	12	Gaskell Management Committee to negotiate with contractor regarding project price for drainage and bring back to Town Council for approval.	Work in progress	On agenda of January meeting for decision.
	13	Recommendations from Internal Audit Report adopted.	Work in progress	Bank reconciliations and bank statements to be signed at Finance & Asset Management Committee meetings. Budget preparation in hand. Other matters to be addressed by Locum Clerk/ RFO.
	17	Extraordinary meeting to be held to consider Local Plan Review – Preferred Sites.	Work in progress	Meeting to be held in The Guildhall on 17 <sup>th</sup> January at 7.00pm