

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
April 2018	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. Communication Strategy to be devised.
November 2018	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. Arrol Architects to meet Councillors to discuss proposals.
	21	Contract to be placed for drainage work on Gaskell Ground	Work in progress	Heads of Terms approved re use of SC land for storage, formal agreement awaited – expected end June. Order for work to be placed once final work specification agreed.
February 2019	9	Small unveiling ceremony to be arranged for Back Lane plaque to Alderman Davies	Work in progress	Permission for fitting plaque awaited from Shropshire Council. Ceremony to be arranged once permission and plaque organised.
March 2019	6	TC to purchase a defibrillator and cabinet for installation in a town centre location.	Work in progress	Agreement to locate defibrillator on Corn Exchange received from Conservation Officer. Order placed and installation to be arranged.
	20	Draft funding agreement for Much Wenlock Library approved.	Yes	Agreement signed and returned to SC
April 2019	10	Alternative ways of presenting financial information to be considered	Work in progress	To form part of RBS software / RFO training.
	10	Development of Strategic Plan	Work in progress	Councillors to submit ideas and aspirations to Clerk by end of June for collation and discussion
	21	Recruit a part-time Administrative Assistant	Yes	Lorna Dexter appointed and employed from 18 th June.
June 2019	9	Obtain information from Place Plan Officer on Future High Streets Fund	Work in progress	Update awaited
	10d	Further attempt to be made to generate interest from public in involvement with Housing Needs Working Group	Yes	Further piece published in July Wenlock Herald and on social media
	16b	Charity accounts to be closed and funds transferred into Council's account as earmarked funds	Work in progress	
	17	LEADER funding application for Gaskell Ground to be submitted in Council's name	Yes	Application submitted 26 th June 2019
	21	SC to be asked to identify a suitable site for coach parking in the town centre	Work in progress	Request sent to SC on 13 th June 2019. Reply awaited.