

MONTH 2018	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
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. Communication Strategy to be devised.
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. Programme of works still awaited from Arrol and Snell.
	21	Contract to be placed for drainage work on Gaskell Ground	Work in progress	Discussions held with Wenlock Estates and Shropshire Council. Heads of Terms approved, written agreement re use of SC land for storage awaited.
February	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	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 to be placed and installation arranged.
	20	Draft funding agreement for Much Wenlock Library approved.	Work in progress	Council approved signature of contract May 2019. SC advised and final paperwork awaited.
April	10	Accounting summaries to be prepared for Thorn Pudsey and Barnados Morris accounts	Yes	On agenda of June 2019 meeting for consideration of closure.
	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	Consideration by Finance Committee.
	21	Recruit a part-time Administrative Assistant	Work in progress	Interviews scheduled for 5 <sup>th</sup> June. Confirmation of appointment on agenda for June 6 <sup>th</sup> meeting.
May	14b	Financial regulations to be amended to take account of staffing changes	Yes	On agenda of June 2019 meeting for approval
	24	Position of Guildhall Assistant Custodian to be offered to preferred candidate	Yes	Helen Hill appointed as Assistant Custodian