

MONTH	MINUTE NO.	RESOLUTION	TASK COMPLETE	COMMENT
2020				
January	8	The Clerk should update the Council's Critical Commitments Strategy and associated documents to form a basis for the Strategic Plan.	In progress	Discussed with Cllr Harper. Moving forward.
	9	Take advice on requirements for water monitoring	In progress	Legionella testing at Corn Exchange is undertaken by Clira on a regular basis. Requirement for Guildhall testing being investigated.
	13	Request that SC install a loading bay in the High Street.	Pending	Request made, under consideration.
	17	Contribute £500 towards the cost of installation of secondary glazing in the library	Pending	Decision communicated to SC. SC considering whether to proceed.
July	15b	Approach a builder regarding proposals to reconfigure Queen Street public toilets	Pending	Passed to members of Grounds & Property Maintenance working group for consideration.
September	22	Establish the cost and arrangements for installation of a separate gas supply for 2 Burgage Way	Pending	Involvement of local gas engineer required.
	23	Obtain quotations for re-grouting the bath at Linden Lodge	Yes	On agenda for 26.01.21
October	11	Move the benches in the Square to agreed new locations and move the roundel to another location, to be determined at a later date. Arrange meeting with Wenlock Estates to discuss moving the benches and how to address the condition of the paving	In progress Yes	Agreement obtained from Wenlock Estates to relocation of benches. Order placed for work.
	22	Formally thank Head Custodian at the Guildhall and to mark the occasion of her retirement with a gift.	Yes	Letter of thanks delivered and gift presented by the Mayor.
November	13	Seek quotations for repairs to the cupola on the Guildhall.	In progress	On agenda for 26.01.21.
	15	Request that BT disconnect the electricity to the telephone kiosk in Homer.	Yes	Confirmation that supply had been disconnected received on 19.01.21. Quotations now being sought for removal and disposal of kiosk. On agenda for 26.01.21.
	16	Permit a projector to be located in the Guildhall over the festive season to project Christmas images onto the church.	Yes	
	18	Appoint Diane Malley to carry out an interim and final internal audit for 2020/21.	Yes	
	19	Anti-pigeon measures for Guildhall - Spiking to be installed to the gable end of the Guildhall and trapping to be undertaken.	In progress	New spikes installed. Arrangements being made for trapping.
	20	Accept quotations from Wilf Jones for cost reports for conditions surveys of the Guildhall and Corn Exchange.	Yes	Reports prepared and on agenda for 26.01.21.
	21	Consider options for Mary Webb room.	Pending	Resolved on 24.11.20 to advertise the room for rental as an office at an appropriate market rate. No progress made since then due to restrictions in place.
	24	Support the RFO to undertake the CiLCA qualification and the Admin. Assistant to undertake the ILCA qualification.	In progress	Course registrations completed and courses begun.