

MONTH	MINUTE NO.	RESOLUTION / ACTION	TASK COMPLETE	COMMENT
2021				
January	10	Obtain quotations for repairs identified for immediate attention and those specified as being necessary within two years for the Corn Exchange.	Pending	
July	18	Administrative staff should work through the Fire Safety Audit of the Corn Exchange, implement recommendations which could be achieved at little or no cost and seek quotations for higher value measures.	In progress	For review at September meeting.
November	10	If no positive response received from the prospective tenant for the Mary Webb Room to re-advertise the room for rental.	Pending	No response received from prospective tenant. Management of Mary Webb room to be considered at October meeting.
2022				
March	24	Seek quotations for a new digital alarm system for the Guildhall.	In progress	
May	26b	Check arrangements for the management of the cashpoint machine.	In progress	Enquiry submitted to Barclays, information awaited.
July	7	Strategic Plan - hold a separate meeting to consider each property in detail.	Pending	On agenda for 27 th September to set date for meeting.
	8	Guildhall Legionella Testing - the Clerk should draft the required documentation, purchase equipment required for water temperature checks and make arrangements for regular testing.	In progress	
	10	Officers should discuss options for memorial testing with Northwoods.	Yes	On agenda for 27 th September
	11	Accept the offer to donate a memorial bench to the town subject to agreement on design and location.	Yes	The bench is to be located on Windmill Hill.
	14	Renew the contract with Healthmatic for the cleaning and maintenance of the public toilets for 12 months at a cost of £15,323.61.	In progress	Meeting with Healthmatic arranged for 22 nd September.
	17a	Commission Roberts & Cooke Air Conditioning to pressure test the remaining three air conditioning units, install refrigerant and test their operation.	In progress	Order placed, work awaited.