

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
11/07/2019	Bank reconciliation check list to be reviewed, as the Council now has new members, and regular reminders to be send to Councillors to remind them to call into the office to undertake the bank reconciliation	Nil	FO	High	
11/07/2019	That the Town Clerk's contract of employment is signed.	Nil	TC	Medium	Completed
11/07/2019	That the Chairman will work with the Clerk to review the nominal code structure.	Nil	TC	Medium	Completed
11/07/2019	That the Council renews its signature to the Charter for Employers who are Positive about Mental Health at a cost of £80 for three years.	£80	TC	Medium	
08/08/2019	That the Chairman will liaise with the Clerk and review the letter that was sent.	Nil	Chairman	High	Letter reviewed and response sent to complainant 08/08/2019
08/08/2019	That the Council arranges for an independent internal audit of fuels costs/van usage to be carried out. Compare fuel costs for the past 4-5 years and van mileage (log-book) against fuel purchased.		TC	High	Review completed 28/08/2019
08/08/2019	That the Clerk purchases a filing cabinet for her office at a cost of no more than £200.		TC	Medium	Completed
08/08/2019	That, as the Committee is satisfied that the information doesn't exist then it can't be provided. However, the concern raised about the lack of a policy will be considered by the Council.	Nil	TC	High	Letter sent to complainant notifying of the decision 09/08/2019

08/08/2019	That, as Cllr Gordon Guest was involved in the two previous Town Clerk appointments, he is appointed as Chairman of a Staffing Working Group. In the initial stages the working group will focus solely on the appointment of a replacement Town Clerk. All Council members to be offered the opportunity join the group.	Nil	TC	High	Item on Town Council agenda (22/08/2019) to appoint members of Working Group
08/08/2019	That an IT Review item is included on the agenda for a future meeting	Nil	TC	Medium	On agenda
08/08/2019	That a response is sent to the complainant, with a copy to the External Auditor, as follows: The Council is satisfied that the Clerk has only used the Council's solicitor for Council business. The mobile phone contract was approved by the PFP Committee at a meeting on 19 June 2018 and will be reviewed when the contract comes up for renewal. The Committee regularly reviews staff overtime and will continue to do so. The Committee has instructed the Clerk to arrange for an independent audit of fuel usage.	Nil	TC	High	Letter sent to complainant with copy to External Auditor 09/08/2019
08/08/2019	That, subject to a review of the Job Description, the Clerk starts the process of advertising for an additional member of staff to join the Outdoor Team.		TC	High	Job advertised, applicants to be shortlisted at meeting
08/08/2019	That the Council re-insures with Zurich for a period of three years at a cost of £3849.66 per year (subject to change if additional items are added or removed)	3849.66	TC	High	Completed

08/08/2019	That the Council accepts the advice of its solicitor i.e. <i>“that if it’s not your responsibility in the lease to maintain the boundary then there is no legal obligation to do so”</i> and the Council’s solicitor is requested to relay this decision to the complainant’s solicitor stating that the Council will not be making a contribution towards the cost of a new fence and that, if they would like to pursue Mid Devon District Council’s offer to make a contribution then they should contact Mid Devon District Council direct.		TC	High	Letter sent
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