

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
1	31/10/2019 & 16/06/20 & 19/10/20	Head Weir Road Play Area	That the Council offers to plant an established double mixed hedgerow with a minimum height of 1m in front of the garage wall which currently has the goal post painted on it. Provides an alternative football goal post away from the area. Contact MDDC to request their support & advise if support not forthcoming CTC are minded to surrender the lease Contact complainant re working together to resolve problem as far as possible	115	TC	Medium	Estimates obtained for consideration at 15 Feb meeting, planting w/c 2 March 2020 Hedging planted but ripped out within days; 4 signs erected 29.06.20 email sent to MDDC, response rec'd and further email sent for clarification Update for Councillors to be provided at PFP 10.09.2020 Legal Advice obtained on implementing suggested resolution & pictorial information found - to be considered by PFP 19.10.2020 Meeting held with MDDC & Complainant 14.01.21. Landscaping plan to be compiled and play equipment supplier to be contacted (iii) landscaping suggestion and advice from play equipment supplier rec'd, agreement of complainant to plans to be sought Complainant has not agreed to suggestions and requested more detailed landscape plans 1.11.21 Fencing replaced by MDDC contractor 5.11.21 Knee high rail installed by MDDC contractor 08.11.21 Instant impact hedging ordered
2	17/09/2021	R50 Data Protection	The Committee reviewed the information supplied by the complainant, the letter from the Information Commissioner's Office, the ICO guidance and legal advice.	N/A	TC		Complainant to be apprised of Committee's decision/s

Please Note:

1: Information updated or added since the last report will be in bold, red text

2: Actions completed / Decisions implemented will be greyed out and removed from the next report

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
3	17.09.21 & 13.01.2022	Emergency Contacts	That a rota of volunteer Councillors is compiled to be the emergency contact (i) Set up skype contract for number (ii) prepare contact list for Councillors & any instructions on using the skype number (iii) draw up rota		TC / ATC		Councillors emailed and asked to volunteer. Limited response obtained. On Agenda for 13.01.22 ACT investigating skype number and TC considering what information pack will need to contain 09..05.22 Skype number arranged / purchased testing to be undertaken
4	17.09.21	R57 Staffing Review	Consideration was given to the terms of reference and arrangements for a staffing review. (i) to convene a Working Group with all Resources Committee members invited to attend (ii) that the Working Group reports to the Resources Committee (iii) That at the Working Group meeting the Town Clerk makes a presentation explaining the current structure, job roles and job titles.	N/A	TC		Initial meeting of the working group took place 27 October 2021 On agenda for 10.03.2022
5	21.21.21	Investments / Bank Accounts	Research what suitable bank accounts are available		TC		09.05.22 Research for report underway
6	21.12.21	Functional Reporting (staff time)	Review Outdoor Team Time sheets to enable collection of relevant data		Outdoor Team & Maintenance Supervisor		Committee agreed function headings

Please Note:

1: Information updated or added since the last report will be in bold, red text

2: Actions completed / Decisions implemented will be greyed out and removed from the next report

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
7	21.12.22	Uniform / PPE	Initiate discussion with staff		TC		07.01.22 "Huddle" told of Cttee decision and that there would be opportunity for discussion. Discussion held with Outdoor Team - details in staffing report 14.04.22 14.04.22 Committee put further action re uniform on hold.
8	21.12.21	Headweir play Area	Prepare schedule of work still to be undertaken e.g. infill planting and tidying existing for presentation to Committee		Outdoor Team & Maintenance Supervisor		
9	10.03.22	Payments	Stop paying Opus by Direct Debit		ATC		
10	10.03.22	Laptop Disposal	arrange for laptop hard drives to be wiped & laptops recycled; obtain certificate fo disposal		ATC		09.02.22 price obtained for destruction of hard disks; compariuson price being sought
11	14.04.2022	Grants	(i) notify applicants of grants awarded (ii) arrange grant apayments		TC		
12	14.04.20222	Utilities	Investigate pay as you go suppliers		ATC		
13	14.04.2022	Tools /Equipment	(i) research suppliers / costs for ne lightweight strimmer & blower (ii) investigate viability of repair of existing equipment		TC		09.02.22 some equipment taken to locl business for ossible repair & replacement costs investigated
14	14.04.2022	Draft Minutes of 10.03.22	Add footnote as agreed by Committee		TC		footnote added and minutes on agenda for consideration at 12.05.22 meeting
15	14.04.22	Complaint	Apology to be tenededred to complainant		TC		
16	14.04.22	Recruitment - Maintenance supervisor	start recruitment process		TC		
17	14.04.22	Recruitment Town Clerk	(i) Working Group to meet yo review JD, person spec, contract (ii) contact LGRC re assistance with recruitment				05.05.2022 contact mde with LGRC - and followed up on 09.05.22

Please Note:

1: Information updated or added since the last report will be in bold, red text

2: Actions completed / Decisions implemented will be greyed out and removed from the next report