

Resources Committee Action List Updated 27 September 2017

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	01.08.17 R129	Cemetery Lodge Rent	To contact Letting Agent to arrange an increase in current rent for Cemetery Lodge by £20 per calendar month	Deputy Town Clerk	Mayfair contacted Tenant has agreed new rent	14/09/2017
2.	04.04.17 R112	Staff Handbook	Following approval by Council, staff Handbook to be updated and staff informed	Town Clerk		
3.	07.04.15 R82  11.08.15 R16 20.10.15 R25 09.02.16 R46  19.07.16  04.10.16 R81	Cemetery Lodge	RESOLVED that a professional assessment of the cause of the damp and the poor condition of the lintel above the cellar window be obtained. RESOLVED that a full structural survey and a building survey of the Cemetery Lodge be undertaken  Resolved to defer a decision to next Town Council meeting  Resolved to appoint Building Consultant Resolved to appoint Builder C  Resolved to appoint Mayor, Chair and Vice Chair of Resources Committee to form the Cemetery Lodge Governance Group	Deputy Town Clerk	Three contractors providing assessment  Order placed awaiting survey and subsequent report On Agenda 09.02.16  Building work commenced 07/11/16  Following meeting with builders – they had discovered dry rot in lintels,	

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			Resolved to appoint Mayor, Chair and Vice Chair of Resources Committee to sign contract for Cemetery Lodge remedial work		otherwise progressing well 06.12.16 Building works completed, new flooring laid; tenant moved back; window blinds ordered but awaiting fitting. Blinds Fitted Snagging to be done in due course	
4.	06/06/17 R121	Health & Safety Policy	To bring a new policy to Committee	Town Clerk		