

## Office Action Plan

## Agenda 4

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	26.11.19 713	A358 Proposals – Cycle Route	(i) Advise Taunton Cycle Campaign of Council support (ii) advise Highways England of ITC support for Taunton Cycle campaign (iii) Provide link to Cycle campaign petition on ITC website (done)	Town Clerk	(i) & (ii) email sent 09.01.20	
2.	16.07.19 671	Market House Roof	Seek quotations for work to market House Roof	Deputy Town Clerk	Quotations sent to 5 companies and advertised on Govt contract website and ITC website. Update – still no quote received. ITC now has local contacts and the office are trying to obtain further quotes.	
3.	14.05.19 635	Councillor Co-Option	Advertise co-option for 1 Councillor Compile co-option packs	Town Clerk	None. Town Clerk needs to organise.	
4.	17.01.17 TC	Possible land acquisitions	Contact Land owners	Town Clerk	Possible options available. Quotes for surveys being obtained. Negotiations on land still ongoing.	

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5.	15.09.20 804	Youth Committee	Look into funding for a Youth Worker together with research on the role and scope of youth workers.	Town Clerk	None to date	