

Resources Committee Action List Updated 30th March 2016

Agenda No 3b

| No | Meeting Date and Minute Number | Topic | Action (To Do) | Action By | Action Taken | Date Completed |
|----|--|------------------------------|--|-------------------|---|----------------|
| 1 | 07.04.15 R82 11.08.15 R16 20.10.15 R25 09.02.16 R46 | 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 | Deputy Town Clerk | Three contractors providing assessment Order placed awaiting survey and subsequent report On Agenda 09.02.16 | |
| 2 | 10.02.15 R76. B R47 | Staffing Update | RESOLVED (i) that a recruitment process for an Open Spaces Apprentice is run in early April and (ii) that a person is appointed to the role if there is suitable candidate. | Town Clerk | Apprenticeship advertised, interviews to be arranged On hold pending the appointment of a Senior Open Spaces Warden – applicants informed in writing On agenda 09.02.16 Resolved to advertise | |
| 3 | 09.02.16 R42 | Grant Application | Life Education, Wessex Send details to Iminster Education Foundation. Inform Life Education Defer decision until IEF has made their decision | Town Clerk | Life Education, Wessex contacted Information given to IEF | |
| 4 | 09.02.16 R43 | Financial Regulations | Apply for Corporate Credit/debit card | Town Clerk | Information sought | |