

Resources Committee Action List Updated 31 May 2017

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	04.04.17 R112	Staff Handbook	Following approval by Council, staff Handbook to be updated and staff informed	Town Clerk		
2	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 Resolved to appoint Mayor, Chair and Vice Chair of Resources Committee to sign contract for Cemetery Lodge remedial work	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, otherwise progressing well 06.12.16	

Resources Committee Action List Updated 31 May 2017

					<p>Building works completed, new flooring laid; tenant moved back; window blinds ordered but awaiting fitting. Snagging to be done in due course</p>	
--	--	--	--	--	--	--