

CLERK REPORT TO FULL TOWN COUNCIL MEETING 17th December 2019

The following actions were allocated to the Clerk at the November 2019 Town Council meeting.

MINUTE	ACTION	STATUS
1920/166	Library consultation comment	Town Council comment submitted to CBMDC. No reply received, including, the request for a meeting.
1920/159	Office/toilet project	Order for revised plans sent, new pricings submitted by three contractors. Update on this agenda.
1920/160	Budget and RFO.	Council Tax base now received from CBMDC. Staffing review to be an item on next Staffing agenda.
1920/162	Crossflatts Xmas lights	Lights purchased and installed in time for Crossflatts light switch on.
1920/163	Internal audit report	Year-end order placed with RBS. Monthly budget monitoring on this agenda.
1920/164	Warden	Update on this agenda. Staffing meeting to confirm appointment
1920/168	Death of a senior member of state	Ghost page now ready.
1920/169	District Councillor updates	On this agenda
1920/171	Street furniture painting LBA	The Town Council has asked for confirmation that the consultation about colour is sufficient. At the timer of writing, no reply received, despite chasing. A walk around is to be undertaken to identify any possible street closures. Resident who made request invited to join Climate Emergency Working Group.

	NALC guide to loneliness	Circulated
	Remembrance Group thanks	E-mail sent.
	Crosley Woods request for a fresh consultation	E mail sent, reply awaited

In addition to this, the Clerk has worked on the selection, interviewing and recruitment of Warden, an audit plan, the Council office/toilet project and various policy documents. There will be a member of staff in every day over the festive break apart from the bank holidays.