

**CLERK REPORT TO FULL TOWN COUNCIL MEETING 28th April 2020**

The following actions were allocated to the Clerk at the February 2020 Town Council meeting.

<b>MINUTE</b>	<b>ACTION</b>	<b>STATUS</b>
<b>1920/231</b>	Online banking	Online banking is now up and running.
<b>1920/230</b>	Review of effectiveness of internal audit	On April agenda
<b>1920/236</b>	YLCA conference	Councillors Brazendale and Malik unable to attend. Clerk to attend. Conference postponed until later in the year.
<b>1920/238</b>	Summer bedding plants	Clarification to be obtained from CBMDC about how plants will be dealt with, if at all during Covid crisis.
<b>1920/240</b>	Street furniture painting	Permission received 05/03
<b>1920/240</b>	Friends of Bingley Pool	Requested extension for CAT due to Covid.
<b>1920/240</b>	Speed indicator devices	Further information awaited from CBMDC
<b>1920/248</b>	Building Projects Group	Contract approval is an item on this agenda.

In addition to the above, the clerk has developed a business continuity plan, worked with Marcia Churley on Covid, managed and continuing to support Town Council staff in their new working from home environments, arranging remote meetings, dealing with year-end, set online banking up, made arrangements to receive information electronically that is normally sent through the post, attended the March market as the first aider, reviewed Council insurance, attended SLCC conference at the end of February, dealt with loan, Bowman Riley, etc, amongst other items.