

Item 17 Resources Committee 3rd November - Appendix B Outstanding Items register -

Town Clerk actions required (excluding financial internal reporting) and Member routine direct requests for action

Item no	Completed	Activity	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
3	No	Community	General Purposes	01/04/2020		Bowls Club	Discussion re costs and lobbying-discussions taken place at officer level	Meeting held 7th September and update for next Resources
8	No	Community		01/04/2021		Lease request Walsden CC	New lease terms agreed, market valuation obtained, advert to be placed and letter to Charities Commission	Advert and letter to Charities Commission by 20th September then on approval lease to be prepared for execution
27	No	Community	Emergency Committee	03/06/2020	2020(EC)73	Walden library land - community garden use	Liaison with group, and CMBC re use of library land and agreement reached. Site identified to be used. £1k of sponsorship obtained.	Seeking CMBC agreement to meet on site
102	No	Community	Resources	01/05/2021		Portsmouth Community Garden	Site identified to use as community garden	Seeking CMBC agreement to meet on site
44	No	Works	Resources	01/11/2020		Childrens Competition	Displays selected and ordered	Schools presentations to be arranged.
46	No	Works	Resources	01/11/2020		Install on Market Hall	To agree install method and date with Market	Site visit carried to work out practical installation for fittings before ordering displays to be made. Waiting on quotes and specifications to seek CAFM agreements.
60	No	Community	Resources	24/02/2021	2020(RC)085	Patmos Garden War Memorial and adjoining areas refurbishment	TC to work up scheme/policies- surveyor instructed to produce plans and specification	In course
85	No	Community	Full Council	27/04/2021	2020(TC)115	Mayor Making	Planning underway for event to be held 16th October	In course
65	No	Works	Full Council	17/03/2021		Wheelspark - Lease registration and EA Deed of Covenant	Lease and Deed of Covenant requiring execution	Being taken to Resources Committee 8th Sept 2021
101	No	Community	Resources	28-Jul	2021(RC)047	Scouts support for Community Right to Bid	Need to arrange meeting with Scouts	In course
1	No	Blue Plaques	General Purposes	01/04/2019		Putting up various Blue Plaques	Town Hall put up and one Wellington Terrace ordered and then to install	Waiting on delivery of plaque
81	No	Community	Full Council	27/04/2021	2020(TC)110	Carr Road/Coronation Terrace	Email to CMBC to open up discussions	CMBC to visit site
57	No	Community	Resources	24/02/2021	2020(RC)085	Defibrillators	TC to work up scheme/policies	In course
58	No	Community	Resources	24/02/2021	2020(RC)085	Benches	TC to work up scheme/policies	In course
62	No	Grants	Resources	24/02/2021	2020(RC)085	Grant application feedback - research and review of policy	TC to work up scheme/policies	In course
104	No	Community	Resources	01/09/2021		Festive lights switch on	Date to be agreed with CMBC and event to be planned	In course
13	No	Policy	Emergency Committee	06/05/2020	2020(EC) 35	Identified several policy shortfalls	Town Clerk prioritises audit related work (focus on finances and governance) ahead of HR type policy work	focus in 2021/22 moving towards HR policies
59	No	Community	Resources	24/02/2021	2020(RC)085	Marketing and Communications Plan	TC to work up scheme/policies	In course
80	No	Community	Full Council	27/04/2021	2020(TC)107	Covid Commemoration Plaque	TC to work up words , location costs and bring back to future meetings.	Not yet started
108	No	Community	Resources	08/09/2021	2021(RC)065	Set wheelspark coaching scheme up	Providers to be identified and timing to be agreed	In course
110	No	Community	Resources	08/09/2021	2021(RC)065	Set wheelspark graffiti scheme up	Providers to be identified and timing to be agreed	In course

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111	No	Community	Resources	08/09/2021	2021(RC)064	Investigate Wheelspark drainage modifications	to identify options with local metalworkers	In course
112	No	Community	Resources	08/09/2021	2021(RC)066	Patmos gardens Refurbishment works	Identify options and prepare tender	In course
113	No	Community	Resources	08/09/2021	2021(RC)067	Lobb Mill Refurbishment works and signage	Identify options and seek quotes	In course
114	No	Community	Resources	08/09/2021	2021(RC)068	Tod in bloom Seek cost from CMBC for 2022/23 delivery	Emailed - for costs awaiting response and bring back to Resources	In course
115	No	Community	Resources	08/09/2021	2021(RC)071	CROWS revenue budget	Set up in 2022/23 budget £1500 and confirm to CROWS	In course - informal; email to CROWS to advise)
116	No	Finance	Resources	08/09/2021	2021(RC)073	Budget 2022/23	prepare first draft	In course
119	No	Community	Full Council	22/09/2021	2021(FC)056	Town Crier	Meet with Mayor to progress	In course
120	No	Community	Full Council	22/09/2021	2021(FC)057	Stainglass windows - merchandise	Meet with Mayor to progress	In course
122	No	Climate	Full Council	22/09/2021	2021(FC)062	Local delivery initiative	Confirm in writing resolution	In course initial email sent
123	No	Climate	Full Council	22/09/2021	2021(FC)062	Local delivery initiative	Take forward actions as required	In course