

## Clerks Report

Committee	Agenda Item No:	Date of Council meeting	Issue	Log	Current Status - RAG 0-3 mths <b>Green</b> 3-6 mths <b>Amber</b> Over 6 mths <b>Red</b> Over 1 year <b>Dark Red</b>	Time Taken Months
Town Council Finance & Facilities	18/160	16/10/2018	NATC are managing trustees of Stratton Bates Charity	<b>031120:</b> Query sent to Charity Commission - It appears that the land was transferred from Town Trust to NATC absolute in 1959 so does this still remain a charity? Requested Articles of Charity from registration in 1962. <b>021220:</b> Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity. <b>051021:</b> Following training Stratton Bates Pavillion is the charities asset and this should be reflected in the asset register that NATC hold the building as sole corporate trustees	Ongoing	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<b>210122:</b> Policy forwarded to Russell for editing as agreed in O&R <b>240122:</b> Policy returned to TC to update, prior to circulation <b>110722:</b> Draft H&S Policy circulated	Ongoing	
Operations & Resources	OR21/026	13/07/2021	Independent IT Consultant	<b>051021:</b> Staff informed to spend 2 hours and archive data by 15/10/21 <b>110322:</b> Email chaser sent to Technique re Rialtas system <b>200622:</b> Email sent to IT WCC for independent review	Ongoing	
Operations & Resources	R21/68	06/10/2021	Arlebury Park Car Park	<b>210622:</b> Recommendation That the words 'Long Stay 2 hours free' (on two lines) is suggested to Winchester City Council for use on the Arlebury Park car park sign. <b>070722:</b> WCC forward some designs for consideration, responded with update. <b>110722:</b> Email chaser sent to WCC re JoJu site inspection as nothing further received	Ongoing	
Operations & Resources Town Council	OR21/059	15/11/2021	ARC Leaks/Plumbing	<b>120522:</b> Dynorod attended to clear blockage in upstairs toilets <b>100622:</b> 3 x boilers at Arlebury Park serviced <b>130622:</b> Commence searching for facilities managers, One supplier attended and also requested quote for replacement Andrews boiler	Ongoing	
Operations & Resources	OR21/088	11/01/2022	Fire Safety	<b>110522:</b> Fire Risk Assessor to assess SB pavilion 18/05/22 <b>070622:</b> Risk Assessments received. TC to arrange for remedial works to be carried out. <b>220622:</b> Meeting held with Caretaker and CC to address issues	Ongoing	
Operations & Resources	OR21/122	15/03/2022	Vodafone HoT	<b>120422 OR21/142 RESOLVED:</b> That a professional valuation is sought prior to responding to Vodafone. <b>060522:</b> Chaser email sent regarding progress as planning permission approved, surveyor to contact Vodafone <b>160622:</b> Valuer awaiting response from Vodafone	Ongoing	
Operations & Resources		12/10/2021	Redesign website	<b>170522 OR22/014:</b> - Proposal reviewed and updates suggested. <b>140622:</b> Website designer invited to next meeting to update committee <b>210622:</b> Website designer attended Committee meeting for design review	Ongoing	

Operations & Resources	OR22/013	17/05/2022	Fire Alarm installation	<p><b>RESOLVED:</b> That supplier C – Balance Systems is selected to install a new Fire alarm system to include monitoring is referred to Town Council for approval.</p> <p><b>310522 22/030 RESOLVED:</b> That the quote from Balance Systems to install a new addressable fire alarm to the value of £6990 is approved.</p> <p><b>June 22: Deposit paid and request for installation to be scheduled</b></p>	Ongoing	
Operations & Resources	OR22/015	17/05/2022	New Gates Arlebury Park	<p><b>RESOLVED:</b> That supplier B – James White is the selected supplier to install the new Iroko gates at Arlebury Park.</p> <p><b>070722: Revised quote received to include oak post.</b></p>	Ongoing	
Operations & Resources	OR22/016	17/05/2022	Office Copier	<p><b>Recommendation 1:</b> Can the contract fees be negotiated down and the length of term of the contract</p> <p><b>Recommendation 2:</b> To ascertain the remaining length of the current contract and cost to exit.</p> <p><b>OR22/034 RESOLVED</b> That the quote from Deos for leasing a photocopier/ printer at a cost of £525 per quarter to include paper and ink is approved</p> <p><b>060722:</b> New contract signed awaiting delivery of machine</p>	Ongoing	
Operations & Resources	OR22/035	21/06/2022	Phone contract	<p><b>RESOLVED</b> That the quote from Circle Cloud for providing telephones and calls for seven years at a cost of £111.02 per month is approved, subject to ensuring the phones will work with 'Digital Voice'</p> <p><b>300622:</b> The phones will work with the new digital phone voice system, contract signed awaiting delivery of new system</p>	Ongoing	