

Clerks Report

Committee	Agenda Item No:	Date of Council meeting	Issue	Log	Current Status - RAG 0-3 mths Green 3-6 mths Amber Over 6 mths Red Over 1 year Dark Red	Time Taken Months
Town Council Finance & Facilities	18/160	16/10/2018	NATC are managing trustees of Stratton Bates Charity	Charity Number 301895 031120: 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. 021220: Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity. 051021: 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	200421: Draft policy received 210122: Policy forwarded to Russell for editing as agreed in O&R 240122: Policy returned to TC to update, prior to circulation	Ongoing	
Operations & Resources	OR21/026	13/07/2021	Independent IT Consultant	051021: Staff informed to spend 2 hours and archive data by 15/10/21 110322: Email chaser sent to Technique re Rialtas system 200622: Email sent to IT WCC for independent review	Ongoing	
Operations & Resources	OR21/040	14/09/2021	ARC Roof - Phase 2 Implementation	180522: Tenders reviewed, Consultant to prepare scoring matrix for council approval 310522 310522: Tender approved 22/031 and awarded to MJ Construction for full roof Cambrian Tiles. Consultant notified.	Completed	9
Operations & Resources	R21/68	06/10/2021	Arlebury Park Car Park	170322: WCC advise we can agree to 50% towards general maintenance costs, but we would have to put in clause that this wouldn't apply when the car park needs a full resurfacing or reconstruction. The cost of a full resurfacing or reconstruction would remain with the NATC. 060422: WCC advised of the break clause requirement 120522: Joju and WCC conduct site visit re installation of pay as you go EV points. Requested 2 spaces and options for review at later date. Also requested draft agreement from WCC to be forwarded for consideration.	Ongoing	
Operations & Resources Town Council	OR21/059	15/11/2021	ARC Leaks/Plumbing	120422 OR21/143: To obtain quotes for servicing and maintenance of boilers in building. 120522: Dynorod attended to clear blockage in upstairs toilets 130622: Commence searching for facilities managers, One supplier attended, also requested quote for replacement Andrews boiler.	Ongoing	
Operations & Resources	OR21/088	11/01/2022	Fire Safety	270422: Fire Risk Assessor assess ARC 110522: Fire Risk Assessor to assess SB pavilion 18/05/22 070622: Risk Assessments received. TC to arrange for remedial works to be carried out.	Ongoing	

Operations & Resources	OR21/122	15/03/2022	Vodafone HoT	<p>120422 OR21/142 RESOLVED: That a professional valuation is sought prior to responding to Vodafone.</p> <p>060522: Chaser email sent regarding progress as planning permission approved, surveyor to contact vodafone</p> <p>160622: Valuer awaiting response from Vodafone</p>	Ongoing	
Operations & Resources		12/10/2021	Redesign website	<p>100522: Website proposal received for review</p> <p>170522 OR22/014: - Proposal reviewed and updates suggested.</p> <p>140622: Website designer invited to next meeting to update committee</p>	Ongoing	
Operations & Resources	OR22/013	17/05/2022	Fire Alarm installation	<p>RESOLVED: 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>310522 22/030 RESOLVED: That the quote from Balance Systems to install a new addressable fire alarm to the value of £6990 is approved.</p> <p>100622: Invoice received for part payment of system prior to installation (£3495)</p>	Ongoing	
Operations & Resources	OR22/015	17/05/2022	New Gates Arlebury Park	<p>RESOLVED: That supplier B – James White is the selected supplier to install the new Iroko gates at Arlebury Park.</p>	Ongoing	
Operations & Resources	OR22/016	17/05/2022	Office Copier	<p>Recommendation 1: Can the contract fees be negotiated down and the length of term of the contract</p> <p>Recommendation 2: To ascertain the remaining length of the current contract and cost to exit.</p>	Ongoing	
Operations & Resources	OR22/017	17/05/2022	Boiler Service	<p>RESOLVED: That supplier A – Anchor Maintenance service the three boilers at Arlesford Recreation Centre value £320 excluding VAT.</p> <p>130622: Boilers serviced and reports received. Small remedial item to attend to caretaker advised 200622</p>	Ongoing	