

## 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	<p><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.</p> <p><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.</p> <p><b>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</b></p>	Ongoing	
Finance & Facilities	F119/140	10/03/2020	New Alresford Bins	<p><b>08022022 OR21/105 RESOLVED:</b> To approve the Variation Order to the bin contract proposed by Winchester City Council and request that the bin on Ashburton Road is replaced by a bin with a lid.</p> <p><b>200422: Confirmation received that there are 2 outstanding invoices for £420 each and moving forward the invoice will be for £195 every 13 weeks relating to 3 dog bins</b></p> <p><b>110522: New WCC bins around the town installed</b></p>	Completed	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<p><b>200421:</b> Draft policy received</p> <p><b>210122:</b> Policy forwarded to Russell for editing as agreed in O&amp;R</p> <p><b>240122: Policy returned to TC to update, prior to circulation</b></p>	Ongoing	
Finance & Facilities Town Council	F20/188	21/04/2021	Mixer taps	<p><b>220222: 21/241 Recommendation:</b> For the Clerk to gather additional information on the type of taps and sinks proposed and whether these are aerated taps, and for the item to be brought back to a future meeting of Operations and Resources Committee</p> <p><b>220322: Revised quote for 4 taps and basins received for £1643.27. Requested for them to be fitted asap.</b></p>	Completed	
Operations & Resources	OR21/026	13/07/2021	Independent IT Consultant	<p><b>041021:</b> John Prince account manager visited office due to the number of complaints received. Has identified server is the issue and volume of data held on systems. Server is 9 years old and dated. The type of business we are no longer requires a server and providing Rialtas can be accessed via another means we could remove server and care pack. There is a lot of data on the system and if office can identify what can be archived the additional payments for Azure would cease.</p> <p><b>051021:</b> Staff informed to spend 2 hours and archive data by 15/10/21</p> <p><b>110322: Email chaser sent to Technique re Rialtas system</b></p>	Ongoing	
Operations & Resources	OR21/040	14/09/2021	ARC Roof - Phase 2 Implementation	<p><b>070322:</b> Scoring criteria - 1 Price 40%, 2. Quality of submission 60%</p> <p><b>180322: Tender submitted on contract finder - Closing date 220422</b></p> <p><b>120522: Tenders scheduled for review with consultant on 18 May - unconfirmed.</b></p>	Ongoing	

Operations & Resources	R21/68	06/10/2021	Arlebury Park Car Park	<p><b>170322:</b> 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.</p> <p><b>060422:</b> WCC advised of the break clause requirement</p> <p><b>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</b></p>	Ongoing	
Operations & Resources Town Council	OR21/059	15/11/2021	ARC Leaks/Plumbing	<p><b>080422:</b> No heating on first floor boiler off, boiler reset.</p> <p><b>120422 OR21/143: To obtain quotes for servicing and maintenance of boilers in building.</b></p> <p><b>120522: Dynorod attended to clear blockage in upstairs toilets</b></p>	Ongoing	
Operations & Resources	OR21/088	11/01/2022	Fire Safety	<p><b>130422: Enquires made with the 3 suppliers of fire alarm quotes, regarding reporting to control room/digital voice</b></p> <p><b>270422: Fire Risk Assessor assess ARC</b></p> <p><b>110522: Fire Risk Assessor to assess SB pavilion 18/05/22</b></p>	Ongoing	
Operations & Resources	OR21/122	15/03/2022	Vodafone HoT	<p><b>070422:</b> Proposal agreement signed and returned to valuer</p> <p><b>120422 OR21/142 RESOLVED: That a professional valuation is sought prior to responding to Vodafone.</b></p> <p><b>060522: Chaser email sent regarding progress as planning permission approved, surveyor to contact vodafone</b></p>	Ongoing	
Operations & Resources		12/10/2021	Redesign website	<p><b>060422:</b> Quote from supplier 2 received</p> <p><b>120422 OR21/140 RESOLVED: That supplier A - Forum Media and Design is approved at a value of £2900.00</b></p> <p><b>100522: Website proposal received for review</b></p>	Ongoing	