

Resources Committee Action List Updated 25 November 2014

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	11.11.14 R60	Staffing Update	Send letter to employee	Town Clerk	Letter sent by recorded delivery	13.11.14
2	21.10.14 R51	Broadband Provision	Take new contract with BT	Town Clerk		
3	21.10.14 R52	Purchase of Network Attached Storage (NAS)	Obtain further information as to why NAS has been suggested	Town Clerk / Cllr Lawson	Cllr Lawson has spoken to supplier. Report to Resources Cttee 2 December	On Resources agenda for 2.12.14
4	12.08.14 R41	Office Staff	Revise Job Descriptions & circulate to Councillors	Town Clerk		
5	12.08.14 R41	Office Staff	Recruit Deputy Clerk	Town Clerk		
6	GILCA Fees F&P 02.10.12	Resolved that the Town Clerk be reimbursed of fees for undertaking a training course.	Fees can be reimbursed after 6 th Month probationary period 1) Town Clerk will be reimbursed once her portfolio is complete.	Town Clerk	Fund carried over as an accrual (2013/14) July 2014 Portfolio compilation commenced 05.11.14 Portfolio submitted for assessment	