

Town Council Minutes

The Town Council meeting on 28 January 2014 resolved that Minute 87 of the meeting held on 3 December 2013 should not be confirmed but should be rewritten

The original minute:

“87. Approval for Payment of Electrical testing works

The Town Clerk reported of the works undertaken by N. Gillard Electrical Contractor and requested approval for payment.

RESOLVED *that approval is given for the payment of works carried out by N. Gillard Electrical Contractor, but a letter is should be sent informing of future actions if this problems re-occurs.”*

Suggested replacement wording

87 Approval for Payment of Electrical Testing Works

The Town Clerk reported that following a general enquiry to N. Gillard Electrical Contractor regarding work scheduling, the contractor had thought the work had been ordered and undertaken the relevant surveys and produces electrical installation condition reports for The Market House, The Warden’s Workshop and Toilet Block. No order had been raised but the contractor had requested payment for the work undertaken.

RESOLVED

- (i) that approval is given for payment to N. Gillard Electrical Contractor regarding the surveys and electrical installation condition reports
- (ii) that a letter is sent to N. Gillard Electrical Contractor advising that in future work should only be undertaken if a written order is provided or, if the work is urgent and requested by telephone, that the order number is given at the time of requesting the work and will be confirmed by a written order. Unless such an order has been raised the Town Council will not pay for any work.