

Resources Committee Action List Updated 27.01.15

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
	21.10.14 R51	Broadband Provision	Take new contract with BT	Town Clerk	<ol style="list-style-type: none"> 1. New contract arranged by phone 11.12.14. BT to raise documents and send to TC 2. New Broadband installed 24.12.14 	24.01.15
	21.10.14 R52	Purchase of Network Attached Storage (NAS)	Obtain further information as to why NAS has been suggested	Town Clerk / Cllr Lawson	<ol style="list-style-type: none"> 1. Cllr Lawson has spoken to supplier. Report to Resources Cttee 2 December 2. On Resources agenda for 2.12.14 3. Order raised 17.12.14 4. Work completed 27.01.15 	27.01.15
	12.08.14 R41	Office Staff	Revise Job Descriptions & circulate to Councillors	Town Clerk	Revised job descriptions emailed to Councillors in	10.12.14

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					Clerk's Update 20/14	
	12.08.14 R41	Office Staff	Recruit Deputy Clerk	Town Clerk	Advert placed w/c 05.01.15; closing date 23.01.15 Shortlisting week commencing 02.02.15 Interviews 10.02.15	
6	CILCA 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 10.12.14 Credit achieved in 16 units. Further information required for remaining units (some of which will need changes to	

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					Council documents / procedures)	