

		EVERY PROJECT EVER	Last Updated: 12/09/2024																	
NO.	PRIORITY	PROJECT/WORK AREA/EVENT	STATUS	UPDATE	SUGGESTED NEXT ACTION	DATE OF LAST ACTION	DATE UPDATED	COMMITTEE	STRATEGY AREA	STAFF RESOURCES	OFFICER HOURS	OTHER RESOURCES (not an exhaustive list)	ESTIMATED COST	BUDGET CODE- EXPENDITURE	BUDGET NOTES	LEAD OFFICER/S	LEAD CLTR/S	PARTNER/S	TIMESCALE	
2	HIGH	Allotment Audit and Management	Next Steps Required	Audit last brought to AM&A 04/12/2023. UNANIMOUSLY RESOLVED for the Head of Operations to investigate the legal position and costs implication of removing buildings from the plots at Addison Road that have been subject to a land grab. UNANIMOUSLY RESOLVED to cut a hole in the hedge at Southbrook Road Allotments to allow access to Plots 12-15.	HD to check with Dave and Mel to bring audit back to Council.	11/09/2024	12/09/2024	Asset Management & Amenities	Environment	Finance Officer; Amenities Team Manager; Amenities Team		Amenities Tools		203 4200/4201 "Allotments"	4200- Water Rates 4201- Maintenance Page 7	MR/HD	AW	Residents	On AM&A agenda 12/08/2024.	
3	HIGH	Allotments- Water Troughs	Next Steps Required	Audit last brought to AM&A 04/12/2023 where it was UNANIMOUSLY RESOLVED to delegate the question of location of troughs to the Head of Operations, to be brought back to the committee if additional funding is required. Brought back to AM&A 12/08/2024 for Cltrs to decide location of 2 troughs.	UNANIMOUSLY RESOLVED to request a further report from officers detailing for each allotment area <ul style="list-style-type: none"> Is there a current piped water supply Do we have access to that piped supply and are we utilising it If not, what other provisions could be made to fill troughs The cost implications of all the above (water rates etc) for consideration at next AM&A 14/10/2024. 	12/08/2024	19/08/2024	Asset Management & Amenities	Environment	Finance Officer; Amenities Team Manager; Amenities Team		Amenities Tools		203 4200/4201 "Allotments"	4200- Water Rates 4201- Maintenance Page 7	HD/MR/DE	AW		To come back to AM&A 14/10/2024.	
6	HIGH	Assembly Hall Refurbishment	Next Steps Required	As of Head Ops report to AM&A 04/12/2023, roof repairs almost complete, in progress. See also Blue Pool Acquisition.	An Extraordinary Full Council meeting to be set to discuss next steps.	05/08/2024	08/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; AH Team; Amenities Team Manager; Amenities Team; Locum; Cltrs		Lots		501 "Assembly Hall Central Costs" Various	Page 22	HD	GE	Friends of Assembly Hall; Wiltshire Council	Extra FC to be arranged	
7	HIGH	ATBShop Skate Events (2024)	In Progress	Press Release released re scooter winner. Successful events. Invoice paid.	Decision on whether we book again for 2025 to Events Officer.	04/09/2024	06/09/2024	Community Development	Events	Events & CommDev Officer; Comms Officer; Head of Ops		Skate Park		302 4078 "Community Projects"	We pay £500 for 3 hours of the event on the 8th and the rest of that date, plus the whole of the 22nd and the food is free to us as provided by FUEL. Page 18	SA	JH	ATBShop; 4Youth	Events 8th and 22nd August 2024	
9	HIGH	Awdry Avenue Play Area	In Progress	Officers given permission to work with Community Conversations (who are the lead on this project) on options for the Play Area- subject to funding from WC.	Awaiting funding from WC to Forest Community Conversations. Head of Ops supplied quotes to Bridle, awaiting feedback and 1 more quote from suppliers/installers. Amenities Team Manager meeting with Greenspan 16/08/2024.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team; Cltrs; Locum		Play equipment TBC when works confirmed		220 "Play Areas and Open Spaces" Various	If WC funding approved, the 55K set aside for Awdry Ave will be put back in to other MTC play areas. Page 16	DE	AW/JO/TP	Bridie Hanraads, Melksham Forest Community Conversations	Amenities Team Manager meeting with Greenspan 16/08/2024.	
11	HIGH	Blue Pool Acquisition	Next Steps Required	At Full Council 22/01/2024, the report on responses from architects was received. See also Assembly Hall Refurbishment	An Extraordinary Full Council/Working Group meeting to be set to discuss next steps.	19/08/2024	22/08/2024	Asset Management & Amenities	Parks & Recreation	Locum; Cltrs; Head of Ops		Lots	£6million?	TBA	NO CODE YET	HD	GE/Palf	Wiltshire Council	Extra FC to be arranged	
12	HIGH	BMX Pump Track	Next Steps Required	Support the principle of installing a BMX Pump Track at a suitable location in the Town to be determined from guidance offered by JB Extreme Landscapes. Now part of Play Area Strategy.	Head of Ops to report back to Council with a fully costed proposal for the project to be placed for tender.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team; Cltrs		Equipment TBC when works confirmed		TBA	NO CODE YET	HD	JH			
13	HIGH	Bowmans Court Lighting	Next Steps Required	Clerk delegated authority to purchase low level solar lighting up to £8,000. Note: previous estimates may be out of date now.	JO to talk to residents in Bowman's Court and obtain permission from WC ensuring resident's privacy is not invaded, and bring back to council.	13/05/2024	06/08/2024	Asset Management & Amenities	Environment	Cltrs; Head of Ops; Amenities Team Manager; Amenities Team		Equipment TBC when works confirmed		405 4500 "Solar Money Projects"	To be taken from Solar Farm Funding, Page 21	HD	JO	Wiltshire Council		
17	HIGH	Church Street Toilets Transfer	Next Steps Required	Interest from Melksham Pet Food Bank to use for storage voiced at Full Council 29/04/2024. Wendy Isaacs from Pet Food Bank emailed 31/07/2024 for update- advised no further progress but in hand.	UNANIMOUSLY RESOLVED for officers to explore an asset transfer and produce a report for full council on the potential cost/benefits and risks. Head of Ops needs capacity to action.	01/08/2024	06/08/2024	Asset Management & Amenities	Environment	Head of Ops; Amenities Team Manager		Equipment TBC when works confirmed		TBA		HD	PAI/JH	Wiltshire Council		

26	HIGH	Flood Plan	Next Steps Required	Part of Melksham Community Emergency Plan (saved on Shared Drive) last updated 04/01/2024.	Needs completing and updating.	04/01/2024	06/08/2024	Full Council	Environment	Locum						TP	PA	MWPC	
27	HIGH	Floral Phone Boxes	Next Steps Required	CommDev 11/12/2023 UNANIMOUSLY RESOLVED to install floral displays in the telephone boxes adopted by Melksham Town Council at Spa Road and Littlejohn Avenue. Amenities Team have sanded down all boxes and fixed the door to the Phone Box near the Pig and Whistle in Forest and will soon be ready to paint and install planters. Boxes cannot be moved. Discussed at CommDev 29/07/2024.	To come back to CommDev (01/10/2024?) to discuss other potential uses of boxes besides floral.	29/07/2024	06/08/2024	Community Development	Environment	Amenities Team Manager; Amenities Team; Horticultural Lead; Events & CommDev Officer		Paint; Wood, plants etc?		403 4071 "Town Floral Displays"?	Resolution: "To be funded from 4080 South West in Bloom" However this budget is only £250 and has gone on the competition itself. So Floral Displays code to be used. Page 20.	DE	JW		To come back to next CommDev (01/10/2024?)
30	HIGH	Green Flag Status for KGV	Next Steps Required	AW brought proposal to Full Council 28/05/2024. UNANIMOUSLY RESOLVED To obtain Green Flag status for King George V Playing Field (commonly called the Park); The Melksham Town Council Strategy Task and Finish group to consider the formation of a sub committee to include councillors, officers and all users of the park to help the Amenities Team plan, manage and maintain this area for people in Melksham and visitors to our area; Task & Finish group to bring an action plan to full council on 29th July 2024. Membership to be open to all councillors and the locum clerk to set dates for a couple of meetings.	Task & Finish group met 25/07/2024 (DE, JH, RBC, AW). Now to bring action plan to Full Council.	25/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Cllrs; Horticultural Lead; Events & CommDev Officer;		Equipment TBC when works confirmed		TBA		DE	AW/JH/Pav	Keep Britain Tidy	Task & Finish group to bring an action plan to Full Council. Should be in a position to apply in roughly 1 year.
33	HIGH	Joint Cemetery Strategy	Next Steps Required	Proposal brought to Full Council April 2024 by PAIf re: need to consider current capacity and future options. Suggested that Task & Finish Group to be set up with MWPC to consider strategy in more detail and advise next steps.	Cllrs to consider if this is better placed with WC.	29/04/2024	06/08/2024	Asset Management & Amenities	Environment	Cllrs; Head of Ops; Amenities Team Manager; Locum				TBA		TP	PAIf	MWPC/WC	
37	HIGH	Page 44 KGV Eco Loos Conversion	Next Steps Required	Complaints from public re: no water for handwashing. AM&A 12/08/2024 UNANIMOUSLY RESOLVED for eco loos to be converted to plumbed in flush toilets with running water, preferably hot; Baby changing units to be installed in each toilet; The Clerk to ascertain whether planning permission is required; The Clerk to investigate the possibility of claiming back from Healthmatic; Signage to be put on the closed Eco Loos directing people to alternative facilities; The Clerk was delegated to spend up to £15,000 on the project, to be paid from 9244 Major Projects Ear-marked Reserve, subject to approval at full council.	Full Council 19/08/2024 UNANIMOUSLY RESOLVED to approve the resolution and the allocation of £15,000 funding from 9244 Major Projects Ear-Marked Reserve.	19/08/2024	28/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team		TBC	£15,000	9244 Major Projects Earmarked Reserve	Page 25	HD	JH	Healthmatic/Rigg	
40	HIGH	KGV Masterplan	Next Steps Required	NVB Proposal completed in March 2019. Individual items in the Masterplan being considered separately.	See KGV Sensory Garden and Dog Bark.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team		Lots- Equipment TBC when works confirmed		221 Various "KGV Park/ Splashpad"	Page 17	HD	AW	NVB?	
41	HIGH	KGV Sensory Garden	Next Steps Required	Expressions of Interest invited in Year One for an initial concept design including examples of what could be added, with the possibility of a contract in Year Two for such additional works. Discussed at AM&A 10/06/2024. UNANIMOUSLY RESOLVED to set up a Sensory Garden Task and Finish Group. It was agreed to put membership out to all councillors and to open meetings to the public. To consider Wild Landscapes 2019 proposal in more detail and advise next steps.	Full Council 19/08/2024 UNANIMOUSLY RESOLVED to delegate authority to the Clerk to consult with Richard Baulch-Collett, choose a quote and move the project forward. £25,000 is allocated to complete groundwork and then landscape in-house. Start work on levelling area before nesting season resumes. Board to be put up also to let public know what is happening.	19/08/2024	06/09/2024	Asset Management & Amenities	Parks & Recreation	Locum; Amenities Team Manager; Horticultural Lead		Lots- Equipment TBC when works confirmed	£25,000	221 Various "KGV Park/ Splashpad"	Year One budget of up to £25,000, as previously agreed by Council. Page 17	TP	JH	Wild Landscapes	Start work on levelling area before nesting season resumes

42	HIGH	KGV Signage	In Progress	At AM&A 10/06/2024 a member of the public asked for more signage in KGV about keeping dogs on leads. Discussed at AM&A 12/08/2024 where Comms Officer was asked to create signage- however Head of Ops was already in process of sourcing signage including byelaws.	Head of Ops/Receptionist awaiting quotes on various sizes for approval. UNANIMOUSLY RESOLVED to delegate authority to the Clerk to spend up to £1,000 from budget code 4163 on additional signage.	13/08/2024	12/09/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Receptionist	Signage?	£1,000	202 4163 "Asset & Amenities - Repairs & Maintenance"	Page 6	HD	AW		
54	HIGH	Melksham East Community Centre	Next Steps Required	As per email 06/08/2024- architect requesting clarity "as to what land has actually been allocated for the Centre as this has potential implications for the design of the Centre and needs to be correct in terms of submission to the Council. Has a Land Transfer progressed/is there yet a Title Plan defining the site?"	Full Council 19/08/2024 UNANIMOUSLY RESOLVED that The Clerk will move the matter on by responding to questions from the architect, with reference to Full Council if required Authority is delegated to the Clerk to employ professional support as she sees fit. East Melksham Community Centre will be a standing item on Full Council agenda.	19/08/2024	28/08/2024	Full Council	Growth & Heritage	Locum; Head of Ops; Committee Clerk; Cllrs	Tbc- when works planned		310 4050 "East Melksham Community Hall- Legal and Professional Fees"? TBA	Resolution: "Town Clerk to invoice Wiltshire Council for the S106 monies". NO FUNDS ALLOCATED YET - JUST FOR THE LEGAL 'START UP' Page 19.	TP	CS/JW	Wiltshire Council; Architect tbc	Standing item on Full Council- next FC 23/09/2024.
58	HIGH	Newsletter	Next Steps Required	In April 2024 Cllrs requested for Public Newsletter to be produced by MIN as opposed to in-house. Approved budget of £7,632 a year to produce 18 pages over that period. Comms Officer has produced a planner for content to send.	Comms Officer in contact with MIN re planned content and has a plan for content going forward. Need confirmation on budget code. Content last sent 04/09/2024 to go in 12/09/2024 issue.	12/09/2024	12/09/2024	Full Council	Corporate Governance	Comms Officer; Events & CommDev Officer; Clerk; Councillors; RFO	Publicity	£7,632	101 4023 "Advertising", 403 4309 "Newsletter"	"UNANIMOUSLY RESOLVED to accept the quote (£7632 per year), to be funded from General Reserves, to be back filled from advertising budget." Page 1, 20.	SA	TP	Melksham News	
61	HIGH	Play Area Signage	Next Steps Required	Including dogs on leads	Head of Ops/Amenities Team Manager sourcing effective signage	19/08/2024	22/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team	Signage tbc		220 "Play Areas and Open Spaces" Various	Page 16	HD	JH		
62	HIGH	Play Area Strategy	Next Steps Required	Gary Johnson from Municipal Maverick presented to Full Council 22/07/2024. It was generally felt that it was a good system but not suitable for a town of Melksham's size.	The Clerk noted that some smaller councils similar to Melksham were using the system and suggested she obtain some feedback and the matter be referred back to Asset Management & Amenities.	22/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Locum; Amenities Team Manager; Amenities Team	TBC		220 "Play Areas and Open Spaces" Various	Page 16	HD	JH	Municipal Maverick/Play England/ Passport 365	Bring back to future AM&A
63	HIGH	Project Assurance Sub-Committee and/or Project Action Plan	In Progress	THIS SPREADSHEET! :o) Staff, Committee and Meeting Structures all being reviewed to decide where Project Updates sit.	To be re-visited when Committee and Meeting Structure reviewed in light of new MTC Strategy. Next meeting 30/09/2024.	12/09/2024	12/09/2024	MTC Strategy Task & Finish Group	Corporate Governance	Committee Clerk; Comms Officer, Clerk; Deputy Clerk; All Staff	Better website; meeting venue; refreshments; website		N/A		SA/AM	AG/JW		Next meeting 30/09/2024
64	HIGH	Proms in the Park (2024)	In Progress	Full Council approved £8,000 budget. Head of Ops acquired licence. Bar (Freddie's Double Deuce), LED Screen (Lightmedia Displays LTD) and Security (Prosec) booked. PA (Steve Holder) and toilets/bins (via Lions) booked. PR and poster live 06/08/2024. Julia's House coming to fundraise.	Keep promoting and collate feedback after the event.	12/09/2024	12/09/2024	Community Development	Events	Comms Officer; Head of Operations; AH Team; Events & CommDev Officer; Councillors	Licence; Screen; Bar; Security; Catering: AH as back up in case of rain?	£8,000	302 4078 "Community Projects"	Resolved to take from 'General Reserves' at CorimDev 7th May. RFO agreed Community Projects on 30/07/2024	SA/HD	JW	Freddie's Double Deuce Mobile Bar; Lightmedia Displays LTD	Saturday 14th September 2024
67	HIGH	Recruitment of Assembly Hall Staff	In Progress	Head of Ops recruiting new Duty Manager.	Recruitment of 30hr pw Duty Manager in progress. Interviews being held 11th and 20th Sept.	31/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Operations; AH Team; Locum; HR Officer	Advertising		501 4000 "Salaries ENI & Pension" OR 501/4005 if Temp	Page 22	HD	GE		Interviews being held 11th and 20th Sept.
68	HIGH	Recruitment of Deputy Town Clerk	In Progress	Draft JD formatted and uploaded to website and promoted on LinkedIn. Ads in MIN.	Appt made. Start date tbc.	10/09/2024	10/09/2024	Staffing	Corporate Governance	Comms Officer; Locum; Cllrs	Advertising; Printing; Recruitment Consultant		101 4000 "Salaries ENI & Pension" or 110 4043 "HR Consultancy" TBA	Page 1, 2	TP	TP?	Steve Milton, LGRC	Starting end of Sept?
69	HIGH	Recruitment of Events & Community Development Officer	In Progress	Draft JD formatted and uploaded to website and promoted on LinkedIn. Ads in MIN. Shared on socials again 30/07/2024. Deadline extended to 11/08/2024.	CC starting 30/09/2024.	05/09/2024	06/09/2024	Staffing	Corporate Governance	Comms Officer; Locum; Cllrs	Advertising; Printing; Recruitment Consultant		101 4000 "Salaries ENI & Pension" or 110 4043 "HR Consultancy" TBA	Page 1, 2	TP	JW?	Steve Milton, LGRC	CC starting 30/09/2024
70	HIGH	Recruitment of Part Time HR Officer	Awaiting Cllr Decision	Draft JD formatted by Comms Officer and sent to Locum.	Staffing Committee to approve on 16/09/2024.	10/09/2024	10/09/2024	Staffing	Corporate Governance	Comms Officer; Locum; Cllrs	Advertising; Printing; Recruitment Consultant		101 4000 "Salaries ENI & Pension" or 110 4043 "HR Consultancy" TBA	Page 1, 2	TP	TP?	Steve Milton, LGRC	Meeting 16/09/2024

71	HIGH	Remembrance (2024)	In Progress	Comms Officer made initial enquiries for quotes. PA (Steve Holder) BOOKED. 3000 Orders of Service ordered, received and folded. Security and catering (cupcakes) Booked. Draft road closure posters started. Suggested at MTC Strategy meeting 05/08/2024 to liaise with RBL for them to take on organisation of event- RBL declined. Comms Officer sent off road closures and official invites.	Comms Officer collating attendance. AH Team to confirm Hall set up and casuals. Need Events & CommsDev Officer in post to take forward.	12/09/2024	12/09/2024	Community Development	Events	Comms Officer; Head of Operations; AH and AH Team; Events & CommDev Officer; Clerk and Deputy Clerk; Councillors; Casuals		Wreaths; Catering; Table Cloths; PA; Security		115 4311 "Remembrance Day"	Page 3	SA	TP?	RBL/St Michael's	Sunday 10th November 2024
75	HIGH	Rivermead School Parking	Next Steps Required	Teachers using parking spaces behind Pavilion during term time has knock on effect on Café and park users.	Locum to apply for change of status with Fields in Trust. See also KGV Maintenance Building.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Locum			204 "Pavilion and Car Park" Various	Page 8	TP	GE	River Mead; Fields in Trust		
78	HIGH	Safeguarding Policy	Next Steps Required	JO and AM worked on Policy. Brought to Full Council 22/07/2024. JO spoke to the policy. Some tweaks have been suggested by Councillor Griffin and some amendments would be required to take account of a Youth Council but it can be adopted as stands. Questions were asked about naming the safeguarding officer and training.	Further amendments to be brought back to next Full Council (19/08/2024).	22/07/2024	06/08/2024	Full Council	Corporate Governance	Committee Clerk; Locum; Cllrs		Printing; meeting venue; staff training	N/A		TP	JO		Further amendments to be brought back to Full Council (19th Aug?)	
80	HIGH	Skate Park Signage	In Progress	As of Head Ops report to AM&A 04/12/2023, play area signage being chased. Sue Mortimer raised question of signage at Skate Park at Full Council 22/07/2024 following an injury.	Amenities Team Manager sourcing suitable safety signage.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Amenities Team Manager		Signs tbc	TBA		DE	AW			
85	HIGH	Splash Pad Resurfacing	In Progress	Delayed due to delivery of materials being held back at Customs in May 2024.	Resurfacing happening w/c 23/09/2024. PR ready. Do we need metal signage re: these works? Comms Officer made draft just in case.	12/09/2024	12/09/2024	Asset Management & Amenities	Parks & Recreation	Amenities Team Manager; Amenities Team; Casuals; Head of Ops; Comms Officer		Lots- Equipment TBC when works confirmed	221 4106 "KGV Park/ Splashpad- Repairs and Maintenance"	Page 17	DE	GE	Evie's Kitchen (Craig); Suppliers tbc	Resurfacing happening w/c 23/09/2024.	
86	HIGH	Splash Pad Signage	In Progress	Examples created by Comms Officer in June for Head of Ops to send to signmaking people. Discussed at AM&A 12/08/2024 and Comms Officer printed and laminated posters again to keep at Pad for when needed.	Head of Ops/Amenities Team Manager sourcing effective signage inc. no photography. Comms Officer sent all in-house signage we currently have for info.	12/09/2024	12/09/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team		Signage tbc	221 4106 "KGV Park/ Splashpad- Repairs and Maintenance"	Page 17	HD/DE	GE	Evie's Kitchen (Craig); Suppliers tbc		
87	HIGH	Staffing Structure	Next Steps Required	Consultation and review undertaken in November and December 2023 in order to have the right number of staff in the right roles at the right times. Locum given delegated authority at Full Council 19/08/2024 to make staffing decisions as needed.	Revisit report by Reg Williams once new MTC Strategy in place? Locum currently working on proposed structure. New Deputy Clerk and ECDO starting Autumn 2024.	30/09/2024	04/09/2024	Staffing	Corporate Governance	Locum; Deputy Town Clerk; HR Officer; Cllrs		Consultant	110 4043 "HR Consultancy"	Page 2	TP	TP	Reg Williams from Local Consultancy		
88	HIGH	Street Trees	Next Steps Required	Approval granted to plant 20 additional street trees and SS Carpentry to make containers from recycled wood. See also Wiltshire Towns Programme Funding.	HD, RBC, AW, JH meeting 29/07/2024 Rebecca from WC to discuss using Wiltshire Towns Programme Funding for buying these trees and maybe more plants for the Town Centre	29/07/2024	06/08/2024	Asset Management & Amenities	Environment	Head of Ops; Horticultural Lead; Cllrs		Trees; Containers; Tools	TBA	Wiltshire Towns Programme Funding?	HD	AW/JH	SS Carpentry/WC	Planting to start Autumn/Winter 2024.	
90	HIGH	Town Centre CCTV	Next Steps Required	BB and DE trained in CCTV system. CCTV Policy came to Full Council 22/07/2024 and several amendments and questions noted.	UNANIMOUSLY RESOLVED for the policy to be resubmitted to Council with tracked changes and Kann Connections have been invited to attend when the policy is next considered.	22/07/2024	08/08/2024	Economic Development & Planning	Environment	Head of Ops; AH Facilities Manager; Amenities Team Manager; Locum; Cllrs		CCTV Kit; Signage; Training	405 4500 "Solar Money Projects" Awaiting RESOLUTION. CURRENTLY HAVE 403/4308 WITH NO BUDGET	Resolution: "To be taken from Solar Farm Funding". Page 21	HD	JH/TP	Kan Connections	Amended Policy and Kan Connections invited to Full Council 19th Aug	
94	HIGH	Town Hall Clock	In Progress	Clock mechanism unserviceable.	Sourcing suitable replacement.	11/09/2024	12/09/2024	Asset Management & Amenities	Growth & Heritage	Amenities Team Manager; Head of Ops; Amenities Team		Tbc- when works planned	TBA		HD	GE			
95	HIGH	Town Hall Flag Flying and Lights Policy Update	Next Steps Required	Policy to be updated, taking into consideration spreadsheet of all potential flag and light-up dates put together by Comms Officer. Policy needs to make clear who makes decision on what occasions we fly flags and light up Town Hall for.	Policy to be revisited and updated for consideration at Full Council. Current Flag Flying policy on website. Queries over 999 Day and which events we light up in September raised by Comms Officer- needs guidance asap to avoid any offence to public.	12/09/2024	12/09/2024	Full Council	Corporate Governance	Locum; Cllrs; Head of Ops; Comms Officer		Flags; lights			TP	JW	Paul Weymouth	Policy to be revisited and updated for consideration at Full Council (19/08/2024?)	

98	HIGH	Website Structure	Next Steps Required	Report written by Comms Officer re: need for an editable and effective website, plus quotes for consideration. Comms Officer also started work on a proposed website structure which is based on the new MTC Strategy which will highlight all chosen priorities and all necessary content plus added value for residents and visitors.	Report with Clerk to check and take to Full Council.	17/07/2024	06/08/2024	Full Council	Corporate Governance	Comms Officer; IT Support; Clerk; Councillors	IT Consultant; Website Provider		403 4922 "Publicity & Marketing"? A NEW CODE MAY HAVE TO BE SET AND MONIES MOVED FROM RESERVES - AWAIT RESOLUTION.	Page 20	SA	JH?	TBC- new website provider	
99	HIGH	Website Upgrade	Next Steps Required	Report written by Comms Officer re: need for an editable and effective website, plus quotes for consideration.	Report with Clerk to check and take to Full Council.	17/07/2024	06/08/2024	Full Council	Corporate Governance	Comms Officer; IT Support; Clerk; Councillors	IT Consultant; Website Provider		403 4922 "Publicity & Marketing"? A NEW CODE MAY HAVE TO BE SET AND MONIES MOVED FROM RESERVES - AWAIT RESOLUTION.	Page 20	SA	JH?	KooDoo; Clive Merritt	
100	HIGH	Wiltshire Towns Programme Funding	Next Steps Required	MTC has been allocated funding in Years 3 and 4 through the Wiltshire Towns Programme Activity Generation Grant. Total £75,000. See also Street Trees. HD, RBC, AW, JH met to discuss using Wiltshire Towns Programme Funding for buying Street Trees and maybe more plants for the Town Centre.	Full Council 19/08/2024, UNANIMOUSLY RESOLVED to delegate authority to the Clerk to appoint a consultant to work on the Wiltshire Towns Programme Activity Generation Grant Programme submission.	19/08/2024	28/08/2024	Economic Development & Planning	Growth & Heritage	Head of Ops; Amenities Team; Cltrs	tbc- WC		TBA	Allocated funding in Years 3 and 4 through Wiltshire Towns Programme Activity Generation Grant. Total £75,000.	TP	JH/PA/JO	Wiltshire Council	Deadline to submit info to claim funding 31st October 2024.
101	HIGH	Youth Advisory Board	Next Steps Required	Next Steps- CS and JH to consider Safeguarding in more depth and speak to Wiltshire Council.	Need Events & CommDev Officer in post to oversee and take forward.	28/05/2024	06/08/2024	Community Development	Growth & Heritage	Events & CommDev Officer	Publicity; printing; venue space; refreshments; training		302 4078 "Community Projects"? TBA	Page 18	Events & CommDev Officer?	CS/JH	4Youth; Wiltshire Council	