



# Battle Town Council



## Finance & General Purposes Committee

Date	Action	Responsibility	Comments	Outcome Completed
21.3.17	Investigate rules and regulations for who is in the building for lone working. Review policy. Suggested to ask fire & rescue for advice re safety issues with the Almonry	TC	Ongoing	
	Almonry windows to be cleaned inside and out	TC	Quotes received	
5.9.17	CCTV to be purchased to the value of £3000	TC	Awaiting quotes Order placed Installation due 18 January	Completed with monitor in Clerk's office and app on both Clerk and Deputy Clerk's phones
	Investigate options for alternative bank	TC		
7.11.17	Full survey of electrical system	TC	Quotations being obtained Survey completed. Report awaited	
23.01.18	Letter of notification of increase in rent to Pre-school Playgroup	TC	Letter sent. No response to date	