

Buildings Group – Sub-Committee meeting Action Log at 23rd April 2015

Item	Action	Status
Meeting 27th November		
Item 7 – A frame investigation	RBa	Open
Meeting 22nd January 2015		
Item 3 – additional secondary glazing quotations	PA	Open – see update on April minutes. PA to confirm these and electrical submissions
Meeting 26th March 2015		
Item 5 para 4 - Contact Hartismere school for publication assistance	MC	Action open
Item 5 para 5 - Information from funeral director	LC	Action closed
Item 7 - Works update	RBe	Action closed
Item 8 – heating control management	RBa	Signs drafted but still to be put in place
Item 10 - lecterns	LC	Specialist notified and will be undertaken. Action closed
Meeting 23rd April 2015		
Item 4 para 1 – continue to monitor change of use application	CB	
Item 4 para 2 – fire safety inspection	RBa (lead)	
Item 9 para 1 – news ideas for group structure	RBe	
Item 9 para 2 - Cupboard locks and general	RBe/MF	