

Brunner Guildhall Working Group Action Tracker

Source: BGH Working Group Minutes, 15 September 2026 | Owners and deadlines assigned for management purposes

Ref.	Action	Owner	Deadline	Status	Progress notes
1	Draft the skills specification for the two Working Group vacancies.	Mark Bailey, Town Clerk	09 Oct 2026	In progress	
2	Approve the skills specification and authorise advertising.	Working Group	12 Oct 2026	To be agreed	
3	Advertise the two Working Group vacancies.	Mark Bailey	15 Oct 2026	Not started	
4	Finalise the CIO constitution, including ownership, trustee terms, declarations of interest and the Working Group's role.	Mark Bailey, with Chair and Vice-Chair	12 Oct 2026	In progress	
5	Submit the final CIO constitution and trustee documentation.	Mark Bailey	23 Oct 2026	Not started	
6	Obtain specialist advice on the car park and building exterior before work begins.	Mark Bailey	12 Oct 2026	In progress	
7	Obtain contractor quotations for spraying and exterior treatment.	Mark Bailey	12 Oct 2026	In progress	
8	Prepare a maintenance programme involving Town Council staff, Community Payback and volunteers.	Mark Bailey	06 Nov 2026	In progress	
9	Progress and submit the funding application for heat pumps and solar panels.	Mark Bailey	18 Nov 2026	In progress	Submit earlier if required by the fund deadline.
10	Arrange a full clean before Sir Hugo Brunner's visit.	Mark Bailey	14 Oct 2026	Urgent	
11	Establish the Working Group WhatsApp group and confirm that formal decisions must be retained through Town Council systems.	John Malam	09 Oct 2026	Completed	
12	Review and formally adopt this tracker at the next Working Group meeting.	Working Group	12 Oct 2026	Scheduled	