Brunner Guildhall Working Group Action Tracker

Source: BGH Working Group Minutes, 12 October 2026 | Owners and deadlines assigned for management purposes

Ref.	Action	Owner	Deadline	Status	Progress notes
1	Draft the person specification for the two Working Group vacancies, including historic buildings and funding expertise.	Mark Bailey, Town Clerk	09 Oct 2026	In progress	The Working Group agreed that the Clerk would draft the person specification.
2	Approve the person specification and authorise advertising.	Working Group	12 Oct 2026	In progress	Advertising through social media and printed media was authorised on 12 October 2026.
3	Advertise the two Working Group vacancies through social media and printed media.	Mark Bailey	15 Oct 2026	In progress	The Victorian Society has been contacted; wider advertising is to follow.
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	Further work is required, including a formal agreement between the Town Council and the Foundation.
5	Submit the final CIO constitution and trustee documentation.	Mark Bailey	23 Oct 2026	In progress	Dependent on finalising the constitution and associated formal agreement.
6	Obtain specialist advice on the car park and building exterior before work begins.	Mark Bailey	12 Oct 2026	Completed	An approach has been made to Town Council staff for an assessment and a specialist has been approached for advice.
7	Obtain contractor quotations for spraying and exterior treatment.	Mark Bailey	12 Oct 2026	Completed	Specialist advice is being sought before exterior work proceeds.
8	Prepare a maintenance programme involving Town Council staff, Community Payback and volunteers.	Mark Bailey	06 Nov 2026	In progress	Seek volunteers and coordinate Town Council staff involvement. Working Group members will have access to keys.
9	Progress funding and estimates for heat pumps, solar panels and accessibility improvements.	Mark Bailey	18 Nov 2026	In progress	Estimates are being gathered and a range of funding bodies have been approached. Accessibility work also needs to be developed.
10	Arrange a full clean before Sir Hugo Brunner's visit.	Mark Bailey	14 Oct 2026	Completed	Sir Hugo Brunner's visit was confirmed for 15 October 2026; entrance will be via the front door.
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	The WhatsApp group has been established.
12	Review and formally adopt this tracker at the next Working Group meeting.	Working Group	12 Oct 2026	Completed	The Working Group resolved to accept the action log/tracker on 12 October 2026.

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13	Prepare the formal agreement between Winsford Town Council and the proposed Foundation to support the CIO arrangements.	Mark Bailey, with Chair and Vice-Chair		Completed	Required as part of the CIO establishment process.
14	Progress registration of Town Council ownership of the piece of land next to the Brunner Guildhall.	Mark Bailey		In progress	Recommended to the Town Council by the Working Group.
15	Invite volunteers to support maintenance work and provide a contact route through the Town Clerk.	Mark Bailey		In progress	The Working Group agreed to ask for volunteers.
16	Investigate options and costs for an alarm system for the building.	Mark Bailey		In progress	Agreed by the Working Group on 12 October 2026.
17	Obtain visual mock-ups for proposed Guildhall events, including ghost hunts/private investigations and escape rooms.	Working Group		In progress	Requested before event proposals are developed further.
18	Prepare a recommendation for dedicated Brunner Guildhall social media pages.	Mark Bailey		On hold	The Working Group agreed to recommend dedicated social media pages.
19	Plan a Brunner Guildhall launch date in the new year.	Working Group		On hold	A new-year launch was agreed in principle; the date and arrangements remain to be confirmed.
20	Develop the longer-term proposal for a Friends of the Brunner Guildhall group.	Working Group		On hold	Recorded as a longer-term aspiration.