

Ref.	Topic / Project	Mini Project	Council Lead	Budget (£)	Spent (£)	Update:	Next Meeting	Closed?
FGP001	Burial Fees	Not applicable	Neil Wedge			Now that RCC have signalled no further maintenance subsidies UTC need to think about ongoing costs and income. Needs to be in place for 2016/17. New fees for 2016/17 approved 2nd March 2016 and NW to produce schedule of works ahead of next years review.	N/A	Complete
FGP002	Risk Assessment Framework	Not applicable	Neil Wedge			Policy document and framework need to be written and adopted formerly 05/10/16 - draft policy adopted as amended, now live and to be reviewed as and when required.	N/A	Complete
FGP003	Pension Provision for Auto-Enrolment (Staging date April 2017)	Neil Wedge	Sam Findlay & Lindsay Cooper	6,000	4,000	Provision in place and payments being made backdated to Oct 2015	N/A	Complete
		Angie Carr, Bill McLaren, Colin Williams	Sam Findlay & Lindsay Cooper			To be investigated and discussions held 14/6/16 - TC keen to see this outsourced and delivered for the council. 13/9/16 - getting two quotes for ther work to be outsourced. 05/10/16 - Bulley Davey appointed, await contact and terms of business to get process started.	N/A	Complete
FGP004	Town Hall Redevelopment Funding	Not applicable	David Ainslie / Sam Findlay			Resolved on 3rd Feb 2016 to investigate and report back to FC in 12 months what options are available. 8/3/16 meeting to be scheduled to look at funding options in March. 14/6/16 - meeting with Paul Philipson from RCC set out some of the grant options, loans opportunities and how the library could be factored into the equation. Update at June committee. 21/09/16 - David Ainslie to submit preliminary funding request to Home & Counties Agency before year end. 13/12/16 - investigations into grant sources proving difficult. Need to go back to F&GP Jan 2017 and agree next steps. 12/1/17 - agreed that next steps are to look at maintenance programme but to keep planning consent active with RCC for full plans. Add agenda item to F&GP for Feb 2017	N/A	Complete
FGP005	Budget Setting 2016/17	Not applicable	Sam Findlay & Lindsay Cooper	N/A	N/A	Resolution passed 6th January 2016 to set Precept	N/A	Complete
FGP006	Portable Market Stall	Not applicable	Neil Wedge	1,000	800	Purchased January 2016 ready for hire and use	N/A	Complete

FGP007	Marketing Spend	Not applicable	Neil Wedge			Budget allocated for 2016/17 - paper recommending how to utilise.	N/A	Complete
FGP008	Investment Policy	Not applicable	Sam Findlay & Lindsay Cooper			Paper and draft policy will need to be written and presented. Particularly vital for any CiL monies received in the future. 8/3/17 - to be done as part of Governance Review actions 12/10/17 - First draft prepared ready for November F&GP Meeting	Nov-17	On-hold
FGP009	Budgetary Control	Not applicable	Sam Findlay & Lindsay Cooper			Paper and draft policy will need to be written and presented - possibly update Financial Regs? 8/3/17 - to be done as part of Governance Review actions 12/10/17 - new financial regs covers this in more detail and this item can possibly be closed if F&GP happy with new regs. Table for F&GP Nov.	Nov-17	On-hold
FGP010	Uppingham Town Centre Fund	Not applicable	Neil Wedge			Outline process adopted and further detail required and a timeline to be agreed so that applications can be started to be received. 8/3/16 - FC resolved to open applications and 'ring-fence £20k for Tod's Piece project 14/6/16 - Initial application received (x4) of which one has been declined, 2 are awaiting replies to questions and one is being herad with a view to progressing forward. 14/10/16 - one full application pending 13/12/16 - UCC application granted and just waiting legal agreement return before issuing cheque. 8/3/17 - update needed following item on F&GP 8.3.17 1.6.17 - Fund closed with all outstanding applicants informed and funds reallocated to EMR Heritage Street Lighting.	N/A	Complete
FGP011	Refresh Asset Register		Neil Wedge			9/3/16 - Update underway with review of most recent register found and will be adding new assets from 2015/16 13/9/16 - Completed for insurance renewal quotes.	N/A	Complete
FGP012	Town Hall Maintenance		Neil Wedge	5,000	1,994	9/3/16 - Provision of a Numatic Scrubber/Dryer for main hall floor. Cost via ESPO £1,063 incl VAT	N/A	Complete
FGP013	Town Hall Maintenance		Neil Wedge	5,000	1,994	9/3/16 - Provision of folding meeting tables for Council Chamber to release existing tables for Members' Room meeting set up. £2,132 excl VAT	N/A	Complete

FGP014	Photocopier / Printer - Contract with Ricoh Expires 31/3/16		Neil Wedge			Two quotes obtained, one from RICOH UK the existing supplier and from a new supplier (Workflow).	N/A	Complete
FGP015	Earmarked Reserves for 2016/17		Neil Wedge			Need to debate and draft proposal to go to FC on 6th April 2016	N/A	Complete
FGP016	Establish account with CCLA to help manage funds for UTC		Neil Wedge	75,000	75,000	14/6/16 - account opening approved and initial investment made of £75,000 give influx of funds from precept and Hawksmead Agreement	N/A	Complete
FGP017	Reserves Policy / Guidance		Neil Wedge			Draft a reserves policy to guide members in setting earmarked reserves and the appropriate balances in general reserve. 8/3/17 - to be done as part of Governanec Review actions 5/4/17 - financial reserves policy adopted at Full Council.	N/A	Complete
FGP018	Heritage Street Lighting Funding		Neil Wedge	52,090		Indicative quote received which requires approximately £26k of funding after RCC contribution. 13/9/16 - RCC going to provide an estimate of costs with heritage lighting being sourced through E.ON. TC to liaise with Neil Tomlinson 12/1/17 - Site meeting with E.ON to agree final detail for costings to be supplied. Results in early Feb 2017. 8/3/17 - awaiting final quote from RCC / Metcraft 11/4/17 - update to be provided at F&GP on 19/4/17 13/9/17 - EMR Heritage Street Lighting now has £52,090 which needs a small additional amount to reach the £54k required to fulfil the project. 12/10/17 - EMR now has the required funds to meet project costs.	Oct-17	Complete
FGP019	Budget Setting 2017/18		Neil Wedge	TBC	TBC	13/9/16 - Start process from Nov 2016 and make recommendations to January 2017 Full Council	Nov-16	Complete
FGP020	Review of Earmarked Reserves 2017/18		Neil Wedge	TBC	TBC	13/9/16 - add to March Full Council 8/3/17 - first draft for F&GP Committee ahead of being on agenda at 5th April full council 5/4/17 - second draft of EMR reviewed for input. 11/4/17 - third draft of EMR to be reviewed with year end balance sheet and closing figures on 19/4/17	N/A	Complete

FGP021	Hopper Bus Funding Request	Agree approach to continue financial support for Uppingham Hopper Bus	Neil Wedge	-		13/9/16 - UTC can't operate, budget for expenditure towards a bus service in Uppingham either with or without the general power of competence. It can continue to support a community bus service and provide grant aid support with an approved budget and framework. 1/10/16 - UTC have written to Uppingham First to clarify how council can support going forwards which is via our grant aid framework.	N/A	Complete
FGP022	Governance Health Check	Independent advice and recommendations from The Local Government Resource Centre	Neil Wedge	TBC	TBC	14/10/16 - To be tabled at October meeting ahead of being a standalone item at November full council. 15/12/16 - First draft to go out to committee chairs ahead of discussion at F&GP in Jan17 1/2/17 - passed back from FC to committees to work through the recommendations.	N/A	Complete
FGP023	Baby Changing Facilities - Town Hall		Neil Wedge		400	Look to understand how young parents would like to see baby changing facilities incorporated in the short term to the Town Hall. Temporary measure at low cost to enable this facility to be installed.	Apr-17	On-hold

FGP024	Disability Access - Town Hall	Access from High Street East	Neil Wedge		32,500	<p>14/10/16 - TC to meet Graham Allison to understand steps needed and obtain quotes for project management.</p> <p>11/12/16 - Quotes in and plan for the approach to take. Weston Allison Wright to project manage and handle tender for works. Funding to be part grant / part reserves or Uppingham Town Centre Fund.</p> <p>12/1/17 - F&GP discussion to suggest way of funding the works required following submission from Weston Allison Wright.</p> <p>8/3/17 - meeting requested with planning conservation officer ahead of making enquiries for grants.</p> <p>8/9/17 - meeting held with Weston Allison Wright to understand steps to initiate project and specifically any costs to incur to get planning submission underway.</p> <p>20/9/17 - F&GP to discuss next steps from 8/9/17 meeting.</p> <p>12/10/17 - Plans being drawn up to bring back to F&GP and Full Council. Initial funds available from EMR to do drawings and look at planning submission.</p>	Nov-17	Ongoing
FGP025	Budget Setting 2018/19		Neil Wedge			12/10/17 - Timeline approved and in place.	Nov-17	Ongoing
FGP026	Maintenance Items - Town Hall	Prioritise maintenance works for the Town Hall over the next two years and establish a programme for future budgeting.	Neil Wedge	TBC	TBC	12/10/17 - Schedule to be taken to F&GP to approve quotes being sought and a priority order ahead of budgeting for 2018/19	Oct-17	New
FGP027								