

**SCOTTISH BORDERS COUNCIL**

**ACTION TRACKER (PUBLIC BUSINESS)**

**CHAMBERS INSTITUTION TRUST– AUGUST 2022 onwards**

Notes:-

Items for which no actions are required are not included

<b>NO.</b>	<b>MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION</b>	<b>DEPARTMENT</b>	<b>RESPONSIBLE OFFICER</b>	<b>OUTCOME</b>
<b>2 AUGUST 2023</b>				
1. BENEFICIARIES GROUP UPDATE	Para 3: AGREED  (a) consider quotations for new stage and window curtains at the meeting of 27 September 2023; (b) consider quotations for installation of an induction loop system at the meeting of 27 September 2023.	Property	G Smith	
2. CONDITION SURVEY	Para 4 – AGREED to include an item to discuss the issue to the agenda for 27 September 2023.	Democratic Services	L. Cuerden	On agenda 27/9
3. SITING OF PUBLIC BENCH	Para 6 - AGREED to the secure installation of the station bench in the Quadrangle.	Property	G Smith	
4. ANY OTHER BUSINESS	Para 7.2 – AGREED to the installation of artwork in the vestibule, once roof repairs were completed.	Property	G Smith	
<b>10 MAY 2023</b>				
1. Beneficiaries Group Update	Para 2.1 – AGREED to approve:- (a) the repainting of the vestibule to match the colours of the hall subject to obtaining quotes for the works; and  (b) the quotation of £1,297 for the works to repair the sunburst window.	Property  Property	Gareth Smith  Gareth Smith	1 quote obtained; on agenda for 2 August
Future Meetings	Para 6 – AGREED that (a) the next meeting of the Trust be held on 26 July 2023;	Democratic Services	Lynne Cuerden	Meeting changed to 2 August and in Member's Diaries.

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	(b) a schedule of meetings for September, November, January, March and May be considered at the next meeting; and (c) that a financial report be requested for either the July or September meeting.			Financial report received 22 June.
<b>19 OCTOBER 2022</b>				
2. Any Other Items: Fire Exits – Fencing at Newby Court	Para 4 – action - a fire risk assessment to be carried out and quotes for fence and appropriate emergency exit gates be obtained to circulate at the next meeting	Estates	Josephine Stewart	
<b>3 AUGUST 2022</b>				
1. Boer War Memorial	Para 2 – action – to contact Conservation Officer re. listed building consent to resite the memorial and advise the Imperial War Museum	Estates	Josephine Stewart	