

<b>ACTIONS FROM THE MEETING HELD ON 13.03.12</b>			
<b>Action</b>	<b>Description</b>	<b>Status and last updated</b>	<b>Contact Officer</b>
ACTION 1	The financial year to be included when minuting the monthly budget monitoring reports.	This will now be included in all minutes (as at 14.03.12)	Democratic Services
ACTION 2	The Audit Risk and Anti-fraud Manager to provide Members with copies of the presentation slides.	An email was sent on 26.03.12	Bami Cole
ACTION 3	The Director of Corporate Resources and Deputy Chief Executive to arrange a presentation to all Members either at a separate meeting or at Full Council, by the Secretary of the Superannuation Fund Committee.	This has been arranged for 6.00 p.m. immediately prior to the meeting on 12 June 2012, in the Council Chamber.	Pav Ramewal
ACTION 4	The Property Services Manager to inform Members of the amount of letting space available.	(email sent 16.05.12) There is currently some 57 square metres of office accommodation available on the first floor vacated by the Environmental Health Section. The space would accommodate some 15 work stations. Recently Moat Housing who currently occupy 12 work stations on the second floor have asked if they could increase their accommodation to 15 workstations. I am currently	Jim Latheron

		investigating relocating Moat to the first floor and am in discussion with Kent County Council regarding locating 6 Social Service local staff in the accommodation currently occupied by Moat which will leave approximately 28 square metres of accommodation available (approximately 6 work stations).	
ACTION 5	The Director of Corporate Resources and Deputy Chief Executive to provide further information about the increased use of bed and breakfast accommodation.	See attached appendix	Pav Ramewal/Pat Smith
ACTION 6	The Director of Corporate Resources and Deputy Chief Executive to find out and inform Members as to the present Big Community Fund rollover amount.	An email was sent to Members on 28 March 2012, advising them that the Big Communities Fund has been running for seven months (September 2011 to March 2012) with £10,000 being available each month. To date £61,939 has been awarded to applicants and £8,061 is the unallocated balance that will be rolled over to future months (as at 28.03.12).	Pav Ramewal/ Adrian Rowbotham