

STORES ACTION SHEET
MEETING HELD 27 OCTOBER 2020

	ACTION	UPDATE FROM 7 OCTOBER 2020 / 27 OCTOBER 2020	OFFICER	DATE REQUIRED
1.	<p>Provide a full list of all Grounds Maintenance consumable products, e.g. grass seed/fertilizer*</p> <p>*The list should also include:</p> <ol style="list-style-type: none"> 1. Current stock level 2. The approximate amount of material used per week. 3. The current supplier 4. Tender arrangements for purchase of material 	Action Closed	Gareth Thomas/ Rupert Frank/ Steve O'Shaughnessy	Next Meeting 27.10.2020.

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	5. Suggested minimum/maximum stock level.			
2.	Provide a list of consumable items for mechanical sweepers (brushes etc.) * * Please see (1) above	Action Closed	Gareth Thomas Steve O'Shaughnessy	Next Meeting 27.10.2020
3.	Provide a full inventory list of all safety fence material * * Please see (1) above	Outstanding – to be completed by 16 October Update 4.11.2020 – Still outstanding. This needs to be closed by next meeting	Mark Humphreys	Next Meeting 18 November 2020
4.	Provide a full list of all streetlighting stock (non van stock) held in the Depot noting whether the material is purchased direct for	Action Closed.	Jamie Bennett/ Nigel Davey Darell Jones	By 16 October 2020

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	job, in stock or client held stock * * Please see (1) above			
5.	Provide a full inventory of van stock for streetlighting equipment broken down to each individual vehicle.	Outstanding – to be completed by 18 November	Jamie Bennett/ Nigel Davey	By Next Meeting 18 November 2020
6.	Clear all streetlighting consumables from the lean-to shed into the main store area.	Outstanding – to be completed by 18 November	Jamie Bennett/ Nigel Davey	By Next Meeting 18 November 2020
7.	Clear all of the fleet equipment from the lockers situated to the rear of the workshop disposing of any unwanted items.	Outstanding – to be completed by 18 November	Chris Goulden/ Barry Wilkinson	By Next Meeting 18 November 2020

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8.	Issue an instruction to all staff that the purchase of any grounds maintenance consumable products should be arranged through stores.	Action Closed	Steve Jones	27 October 2020
9.	Issue a management instruction to all staff that any sign orders should be copied to the Stores team otherwise the delivery will not be accepted.	Action Closed		27 October 2020
10.	Arrange two weekly rolling stock checks of all material types throughout the year.	Action Closed	Steve O'Shaughnessy	Programme to be confirmed by next meeting 27 October
11.	Provide comments on the new training room proposals	Action Closed	Steve O'Shaughnessy	By next meeting 7 October

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12.	To consider using the Admin team to input stock receipt and allocation.	Action Closed	Steve O'Shaughnessy	By next meeting 27 October
13.	Review operating arrangements in Grounds Maintenance shed to ensure stock material is secure* *Consider moving all material into the main Store area.	Action Closed	Steve O'Shaughnessy	
14.	Introduce a booking out system for all Grounds Maintenance and highway materials.		Steve O'Shaughnessy	By next meeting 18 November 2020
15.	Undertake full stock check week commencing 12 October and report back to next meeting.	Action Closed	Steve O'Shaughnessy	By next meeting 27 October

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16.	Once the inventory of streetlighting equipment has been established, provide comment on the future need, i.e .remaining in store or disposing.		Nigel Davey	By next meeting 18 November
17.	Obtain quotations for fencing and gates to form the new Stores area between the main building and the Welfare area.		Steve O'Shaughnessy	By next meeting 18 November 2020
18.	Arrange the removal of the large streetlighting columns to either Greenfield or NMWTRA Depot in Halkyn and establish a new location to park the streetlighting vehicle.		Jamie Bennett/Nigel Davey	Complete by end of November, Update at next meeting 18 November 2020

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19.	Produce full stock inventory showing minimum/maximum stock levels and current levels for each material type, e.g. streetlighting; safety fencing etc..		Stores Team/Steve O'Shaughnessy	For review at next meeting 18 November 2020
20.	Decision on storage arrangements for safety fence equipment required.		Jamie Bennett	Update at next meeting 18 November 2020