

**DT11 FORUM – FINAL PREPARATION FOR OFFICE CLOSURE - ACTIONS**

Updated as at 24 Apr 17

Serial	Item	Status / Action	Remarks
1	<b>Office furniture and all remaining items</b> , including fire extinguishers and kitchen equipment.	a. Donated items to be collected by beneficiaries by lunchtime Thursday 30 <sup>th</sup> . b. Remaining items will be collected for disposal by Crystal Clear Dorset in the afternoon.	Peter will pay Crystal Clear's invoice - £150.  Steve to collect printer.
2	<b>Recycling Bin.</b> Full bin outside office.	DWP have been rung several times to request a collection time.	Julie will keep chasing. (Bin will presumably be collected eventually.) A charge of £15 applies. Peter to pay invoice. <b>Update – bin removed.</b>
3	<b>IT Hardware and Data Back-up.</b>	a. 1 x <b>Tower PC</b> removed by Peter for Pimperne PC use some time ago. b. Youth Centre (Cllr. Andrew Kirby) has collected <b>the 2<sup>nd</sup> Tower PC</b> . c. <b>Julie's Tower PC</b> to be collected by Cllr. Andrew Kirby on Thursday, <b>after</b> data has been backed up to USB and removed by Mike Chandler. d. <b>Printer</b> to be collected by Steve on Thursday.	Julie to co-ord production of USB back-up copies of all DT11 data - less personal details (including staff reports) to be retained by <b>Peter and Nic. Update – done.</b>  <b>Update: Steve gave Printer to the Town Museum to replace unserviceable item.</b>
4	<b>Email and Web Site.</b>	a. After Thursday, e-mails to DT11 will be forwarded to Nic, Peter and Bobbie. b. The email server and the DT11 web site will remain operational for a year until April 2018.	Peter will action all finance issues.

Serial	Item	Status / Action	Remarks
5	<b>Post.</b>	Post Office form required to forward mail to Peter's Pimperne address.	Peter to complete form. <b>Update – cost prohibitive – postman will deliver DT11 mail to Age Concern.</b>
6	<b>Electricity – Scottish Power.</b>	Julie has notified company of end of service wef 31 April. Julie to cancel the direct debit wef the May payment.	Peter to do a final reading and notify company. <b>Update – all Direct Debits cancelled wef payment in March.</b>
7	<b>Phones &amp; Broadband – BT.</b>	a. Julie has notified company of end of service wef 31 April. Direct debit to be cancelled wef the May payment. b. Phone system to be donated to Age Concern pm Thursday.	It's assumed BT will collect the broadband BT hub. <b>Update – Direct Debit cancelled wef March payment.</b>
8	<b>Wessex Water.</b>	a. Julie to notify company and request a final reading. b. Direct debit to be cancelled wef the May payment.	Peter point of contact from Friday 31 <sup>st</sup> March. <b>Update – Direct Debit cancelled wef March payment.</b>
9.	<b>Hand back of office.</b>	a. Level of decoration required to be assessed after office is emptied pm Thursday. Nic to vacuum. b. Peter to coord return of keys and final hand back to Jestyn Coke.	All key holders (Julie, Steve, Nic to leave keys in office by end April – end of lease.)
10.	<b>Company House – Closure of Dormant Company.</b>	Companies House formally notified. (Lloyds Bank queried closure with Peter who confirmed action taken.)	
11.	<b>Accounts – Harney &amp; Co</b>	a. Accounts to be audited as at amended year end date – 31 <sup>st</sup> April. b. Harney to be made aware bank to remain open until all payments and donations have been cleared	Peter to co-ord.

Serial	Item	Status / Action	Remarks
12.	<b>Bank Account and payments.</b>	<p>c. Bank account to remain open until bills have been paid and pending transactions cleared. Payments to utilities companies unlikely to be cleared before end May.</p> <p>d. All payments by cheque from 31<sup>st</sup> March (requiring 2 signatures – Peter and Nic).</p> <p>e. Donations to beneficiaries agreed at the Management meeting on 16<sup>th</sup> March to be paid as soon as final remaining balance is established.</p> <p>f. Payment of £500 to BSM PC required to cover cost of Parish and DT11 project information board.</p>	Town Team's money to be transferred asp so they have funds to pay for room hire etc. <b>Done.</b>