

**Full Council Meetings Action Log**

|  |                            |
|--|----------------------------|
|  | Action for Cllrs           |
|  | Action for Clerk           |
|  | Action for Cllrs and Clerk |
|  | Ongoing                    |

**ONGOING**

| Action No. | Minute No. | Date of Meeting    | Minute Action                                               | Allocated to                | To Do                              | Date completed |
|------------|------------|--------------------|-------------------------------------------------------------|-----------------------------|------------------------------------|----------------|
| A18        | 138/24     | 13th February 2024 | Risk Assessments - review format (see A109)                 | Clerk                       | ONGOING: Continuing to be updated. |                |
| A27        | 153/24     |                    | Review faint yellow lines in village                        | Cllrs                       | ONGOING: To report to the Clerk    |                |
| A105       | 125/25     | 10th December 2024 | Update Word documents to meet new Accessibility regulations | Clerk                       | ONGOING                            |                |
| A109       | 136/25(F)  | 11th March 2025    | Update Risk Assessments and upload to website               | Clerk                       | ONGOING                            |                |
| A177       | 085/25     | 11th November 2025 | Arrange further Speed Watch dates                           | Cllrs Rabot and Summersgill | ONGOING                            |                |
| A230       | 142/26     | 14th April 2026    | Cllr Rabot to liaise with Beat Officers for surgery dates   | Cllr Rabot                  | ONGOING                            |                |

2024/2025

Full Council Meetings Action Log

| Action No. | Minute No.   | Date of Meeting | Minute Action                     | Allocated to | To Do                                                   | Date completed |
|------------|--------------|-----------------|-----------------------------------|--------------|---------------------------------------------------------|----------------|
| A111       | 137/25(D)(e) | 11th March 2025 | Trial Sharepoint with a few Cllrs | Clerk        |                                                         |                |
| A117       | 148/25(D)    |                 | Chase Southern Water              | Clerk        | Chased April - September<br>Mike Russell is now contact |                |

2025/26

Full Council Meetings Action Log

| Action No. | Minute No. | Date of Meeting    | Minute Action                                                                                   | Allocated to       | To Do                       | Date completed |
|------------|------------|--------------------|-------------------------------------------------------------------------------------------------|--------------------|-----------------------------|----------------|
| A150       | 046/25     | 12th August 2025   | Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment | Clerk              | Emailed Mike Russell 9/9/25 |                |
| A168       | 069/25     | 14th October 2025  | Arrange meeting with Allotment Society                                                          | Clerk / Cllr Rabot |                             |                |
| A171       | 074/25     |                    | Obtain quotes for wooden fingerposts                                                            | Clerk              |                             |                |
| A172       | 080/25     | 11th November 2025 | Invite PCSO to next Community Forum                                                             | Cllr Boswell       |                             |                |
| A206       | 118/26     | 10th February 2026 | Arrange meeting with MBC/KCC re asset transfers                                                 | Clerk              | Asset Transfer WG           |                |
| A213       | 123/26     | 10th March 2026    | Cllr Turner to view Business Stream account due to high invoice                                 | Cllr Turner        |                             |                |
| A234       | 142/26     |                    | Cllrs to look at GDPR training                                                                  | Cllrs              |                             |                |

2026/27

Full Council Meetings Action Log

| Action No. | Minute No. | Date of Meeting  | Minute Action                                                            | Allocated to           | To Do                                                        | Date completed |
|------------|------------|------------------|--------------------------------------------------------------------------|------------------------|--------------------------------------------------------------|----------------|
| A240       | 041/26     | 9th June 2026    | Obtain costings for planning consultants / contact other Parish Councils | Clerk                  |                                                              |                |
| A247       | 058/26     |                  | VAT spreadsheet for last 6 years                                         | Clerk                  |                                                              |                |
| A254       | 069/26     | 11th August 2026 | Annual Residents Meeting/Social event 2027                               | Cllr Boswell and Clerk | Look into ways of inviting organisations and residents along |                |
|            |            |                  |                                                                          |                        |                                                              |                |