

Action Table – 07/05/25

Action	Responsible	Deadline	Done?
Matters Arising:			
Provide Councillors with updated Action Table with deadlines	The Clerk	One week	✓
LCN:			
Inform other Councillors if attending next LCN	Councillors	May 13 th	✓
Community Review:			
Sign Community Review Project & Data Sharing Agreements	Tom	May 9 th	✓
Submit Marketing & Communication Plan to CCS	Steering Group	May 30 th	
Submit agreed logo to CCS	Steering Group	May 30 th	
Organise Launch of Community Review	Steering Group	June 7 th	
Allotments:			
Contact potential new allotment holder	Peter	One week	✓
Organise two year lease with allotment field owners	The Clerk	Next meeting	
Decision on future of allotments	The Council	Oct meeting	
Footpaths & Highways:			
Consult insurers over strimmer training	The Clerk	July meeting	
Chase Rights of Way decision on Spargrove footpath	Tom	Next meeting	
Consult landowners & Rights of Way over new permissive way for Eastcombe footpath	Tom	Oct meeting	
Playing Field:			
Inform Fete Committee of conditions of hire	The Clerk	One week	✓
Notice – No dog poo in bin	Bryony	Next meeting	✓
Remove rotten oak bench (formerly willow bench)	Ian	Next meeting	
Wood preservative on remaining benches	Ian	Next meeting	
Ask molecatcher to return	The Clerk	One week	
Paint top of swings	Clare	Sept meeting	
Planning			
Report concerns over building work without Planning	The Clerk	One week	✓
Audit			
Prepare accounts for internal audit	The Clerk	One week	✓
Find new internal auditor	The Clerk	Oct meeting	
Update on Budget:			
Consider accounting software	The Clerk	July meeting	
Include Community Review grant and costs and costs of permissive way in projection	The Clerk	Next budget update	
Payments:			
Payments	The Clerk	One week	✓
Other Matters:			
Consider moving to online banking	The Council	June meeting	