

Action Table – 05/11/25

Action	Responsible	Deadline	Done?
Matters Arising:			
Provide Councillors with updated Action Table with deadlines	The Clerk	One week	✓
Somerset Councillors' Report:			
Thank Cllr Claire Sully for update on Highways repairs	The Clerk	One week	✓
Footpaths & Highways:			
Inform PC of Rights of Way progress on Spargrove footpath	Tom	Next meeting	
Inform Somerset Councillors of Bridge issue	The Clerk	Two weeks	✓
Move Hincombe grit bin to Crows Hill	Ian	Winter	
Check on status of road from Westcombe to Lower Alham	The Clerk	Two weeks	✓
Community Review:			
Report on Survey	Thrive	End of Year	
Open Meeting to consider findings	Steering Group	New Year	
Allotments:			
Inform allotment holders of decision on allotments	The Clerk	One week	✓
Inform allotment field owner on decision of allotments	The Clerk	One week	✓
Playing Field:			
Remove picnic bench for repairs	Ian	Next meeting	✓
Review activities of the mole	The Council	Next meeting	
Follow up suppliers about cost of inspection of cableway	The Clerk	Next meeting	
Second rolling of Playing Field	Tom	March 2026	
Paint top of swings	Tom & Peter	Next meeting	
Emergency Plan			
Update e-mails and add what3words	The Clerk	Next meeting	
Councillors to check and confirm to Clerk	Councillors	Next meeting	
Budget			
Include payment to Internal Auditor, cost of accounts software and additional training for new Council	The Clerk	Next meeting	
Decision on earmarking funds each year to replace play equipment in future	The Council	Next meeting	
Approve Budget and set Precept	The Council	January meeting	
Online Banking			
Bankline for Communities application	The Clerk	Next meeting	✓
Accounts & Budget			
Find new Internal Auditor	The Clerk	March 2026	
Payments			
Make payments	The Clerk	One week	✓