

Action Table – 03/12/25

Action	Responsible	Deadline	Done?
Matters Arising:			
Provide Councillors with updated Action Table with deadlines	The Clerk	One week	✓
Shepton Mallet LCN:			
Volunteer to attend January 26 th meeting	Councillors	Next meeting	
Survey of Youth Provision	The Clerk	One week	✓
Footpaths & Highways:			
Update on Spargrove footpath in parish magazine	Tom	Dec 18 th	
Note to resident regarding hedge on Honeycliff bridleway	The Clerk	Next meeting	
Note to Woodland Trust regarding Coney Wood	The Clerk	Next meeting	
Move Hincombe grit bin to Crows Hill	Ian	Winter	
Community Review:			
Publish Report on Community Survey on Parish Council website	The Clerk	One week	✓
Open Meeting to consider findings	Steering Group	New Year	
Action Plan and Funding Plan	Thrive	New Year	
Allotments:			
Check allotments – how to deal with vacant allotments	The Chair/Peter	One week	
Contact unresponsive allotment holder	Peter	Next meeting	✓
Share e-mails of allotment holders	The Clerk	Next meeting	
Playing Field:			
Contact molecatcher	The Clerk	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	✓
Approve Budget and set Precept	The Council	January meeting	
Accounts & Budget			
Find new Internal Auditor	The Clerk	March 2026	✓
Check what Wanstrow do for an Internal Auditor	The Clerk	Next meeting	✓
Payments			
Make payments	The Clerk	One week	✓