

Minute	Action	Notes	Assigned	Status	Date completed
11th November 2020					
104/20	To sign and return to Clerk		PH	Completed	25/11/2020
106/20	To sign and return to Clerk		PH	Completed	25/11/2020
110/20	EA to send WLDC precept estimate		EA	Completed	12/11/2020
115/20	Clerks to arrange Budget Workshop		EA/LS	Completed	25/11/2020
9th December 2020					
118/20	To sign and return minutes to Clerk	Now needs to be someone else.	PH	Outstanding	
120/20	Accompanying budget presentation		PH	Completed	06/01/2021
122/20	To sign and return bank rec to Clerk		PH	Completed	06/01/2021
123/20	To sign and return list inc & exp to Clerk		PH	Completed	06/01/2021
123/20	Fire inc. and exp. Reports download & circulate		LS	Completed	10/12/2020
123/20	Inc & exp reports split off internal transfers & inc. & exp. in future reports		LS	Completed	14/01/2020
124/20	Int. Auditor checklist & report actions:				
	ToR & Code of Conduct annual review	Oct FC	LS	Completed	10/12/2020
	Complaints procedure review	FC	LS/EA	In progress	
	Publication Scheme review	Feb FC	LS/EA	Completed	03/02/2021
	Quarterly Review of Risk Assessment - tree and bus shelter inspection	Added to finance meeting folder to do quarterly	LS	Completed	10/12/2020
	Pay policy	On agenda for Feb Finance	EA	Completed	03/03/2021
	Annual review of asset list	Scheduled for Mar for year end prep	LS/EA	In progress	
	2k/5k refunds to be authorised		EA	Completed	15/09/2020

	3 x VE75 refunds need paperwork authorisation	Paperwork being passed onto LH & PS to sign	LS	Completed	28/02/2021
20th January 2021					
003/21	CLLr Hewes to sign and return December minutes	Now needs to be someone else.		Outstanding	
005/21	Recommend Full Council ratify the apportioning figures, which are then published on the website.	FC ratified. Needs to go on website.	LS	Completed	03/02/2021
006/21	Update sporting hire invoices: Ask for Bridge Street toilet keys back. They are to notify us in advance of re-starting.	Invoices updated and TC paid. BST keys to be collected when football starts again	LS/EA	In progress	
007/21	Update Risk Management document to approved and update Master List of Documents. Add in Aim 14, reference to annual review of land assets.		EA	Completed	11/02/2021
	Month 9 (December) financial documents to be signed. (I&E report, bank reconciliation)	Now needs to be someone else.		Outstanding	
013/21	Actions on staffing matter. Raise at February Full Council	Agenda item for February Full Council.	EA	Complete	28/02/2021
February					
Not held not quorate					