

ACTION LOG – PUBLIC ITEMS

FULL COUNCIL

Public actions agreed at the last meeting and ‘open’ items from earlier meetings

Red = action where no apparent progress has been made for four months or over

	Meeting date	Title	Action description	Assigned to	Update (if not yet completed)	Completed
1	2022-09-26 Minute 288/22	Kinecroft – Triangle of Land	Town Clerk to consider consequential issues before a final decision to transfer. This to come back to Full Council once this has been done	Cllr Holder Cty Cllr Sudbury Town Clerk	County Councillor Sudbury is chasing the OCC officer handling this	
2	2023-01-23 Minute 538/22	Castle Motte	This to be brought back to the Full Council to understand what is needed to be open to the public again	Cllr Keats-Rohan Parks & Estates Team	In progress	
3	2023-01-23 Minute 538/22	Junior Council	The idea of having Junior Members of the Council to be brought to a future meeting	Cllr Beauchamp	This idea has been discussed with Wallingford School	

4	2022-09-26 Minute 297/22	Car Parking Agreement – Goldsmith’s Lane	Town Clerk to sign agreement when ready	Town Clerk	In progress – at final stage Connected to the discussion on The Regal	
5	2023-07-23 Minute 189/23	Emergency planning (Community Emergency Plan) (not business continuity)	Working group to take this forward	Mayor	In progress. The Mayor will turn his attention to this once D-Day 80 has taken place	
6	2024-01-22 Minute 534/23	County Councillor’s Report – road maintenance	Explore Fix My Street super user status for WTC member of staff	Cty Cllr Sudbury	In progress	
7	2024-01-22 Minute 541/23	Community Consultation Model	Develop consultation toolkit that can be easily used by members of staff and others for different issues	Town Clerk Office Team (Meetings Officer has offered when capacity makes this possible)	High-level principles drawn up by former Communications WG Key need is for a ready-to-use consultation guide/toolkit that can be used by any staff member	

8	2024-01-22 Minute 547/23	Flags and banners	Those in poor condition to be replaced and provision made for the regular replacement of flags and banners; costs of replacement to be brought back to Full Council if necessary	Town Clerk	In progress	
9	2024-02-19 Minute 608/23	Flood level markers	Contact Historic England for further information before SMC application	Cllr Acreman and/or Cllr Holder	Cllrs to update Members	
10	2024-02-19 Minute 614/23	Heritage internship, University of Oxford	Personnel Committee to consider the implications of an internship	Cllr Harris as Chair of Personnel Cllr Keats-Rohan Town Clerk Meetings Officer	To update at meeting This was discussed by the Personnel Committee	

11	2024-04-22 Minute 727/23	Grant applications	Review the way the availability of grants is promoted and the process for awarding them to ensure fairness to all	Town Clerk Grants Officer		
12	2024-05-22 Minute 38/24	Strategy for Nature	(a) Monitoring of the implementation of the Biodiversity Action Plan be referred to the Parks, Gardens, Allotments and Open Spaces Committee (b) Communicate the strategy and actions to the public in a digestible way, including the development of one-page summary of the strategy for all audiences	(a) Meetings Officer; Parks Chair (b) Cllr Mike Acreman, Engagement Manager		(a) Completed is on Parks agenda for 18 July 2024 (b) In progress

13	2024-05-22 Minute 44/24	Rental property portfolio	(a) Homebase be requested to prepare a review of their first year of management for submission to the Full Council (b) Specification to be strengthened to explain the diversity of properties to help potential suppliers to understand the likely costs adequately	Town Clerk Head of Parks and Estates	In progress First draft by Homebase considered inadequate	
14	2024-05-22 Minute 47/24	Policies – Freedom of Information	Freedom of Information policy to be reviewed during the 2024-25 Municipal Year	Town Clerk	Yet to start	
15	2024-06-24 Minute 92/24	Public participation – potential vote of no confidence in Thames Water	To be considered by the Town Clerk as an item on the agenda for the July meeting	Town Clerk	On agenda	Completed

16	2024-06-24 Minute 91/24	Actions	Wilding Andrew item to be reworded	Meetings Officer		Completed
17	2024-06-24 Minute 94/24	Clean bathing water designation	Link to water quality site to be posted on the Town Council website.	Engagement Manager		
18	2024-06-24 Minute 96/24	Young people	(a) Terms of reference to be completed (b) Councillors to suggest potential Working Group members, including putting forward their own names if desired	(a) Cllr Sandall (b) All councillors		(a) Completed (b) Completed

19	2024-06-24 Minute 100/24	Bandstand	Outcome of scoping exercise to be scheduled for a future meeting of the Full Council	Cllrs J Hoskins and Charter Meetings Officer	Meeting arranged between Cllrs J Hoskins and Charter	
20	2024-06-24 Minute 101/24	Vision, strategy and projects	This item to be scheduled for the July meeting of the Full Council	Cllr Holder Meetings Officer	On agenda	
21	2024-06-24 Minute 104/24	Castle Lodge – roof work	To be scheduled for July meeting of the Town Council	Head of Parks and Estates Meetings Officer	Deferred to August meeting of the Full Council	