

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	Deferred for the time being	
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	On hold	
3	2022-09-26 Minute 297/22	Car Parking Agreement – Goldsmith’s Lane	Town Clerk to sign agreement when ready	Town Clerk	At final stage. With solicitors	
4	2023-07-23 Minute 189/23	Emergency planning (Community Emergency Plan) (not business continuity)	Working group to take this forward	Mayor	On agenda	

5	2024-01-22 Minute 541/23	Community consultation model and toolkit	Develop consultation toolkit that can be easily used by members of staff and others for different issues	Town Clerk Office Team (communications officer)	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	
6	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	Audit of existing flags and banners has been nearly completed	
7	2024-02-19 Minute 608/23	Flood level markers	Contact Historic England for further information before SMC application	Cllr Acreman and/or Cllr Holder (Cllr Hendrie)	Scheduled Monument Consent application is being prepared	

8	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	Review to be conducted towards the end of 2024 calendar year when next year's budget is discussed	
9	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	Town Clerk and/or Head of Parks and Estates to update	
10	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	

11	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	Struggling to get positive responses from additional potential suppliers and this item will now be scheduled for the September meeting	
12	2024-07-22 Minute 173/24	Vote of no confidence in Thames Water	Send letter to Thames Water	Town Clerk		
13	2024-07-22 Minute 178/24	Citizens' Advice Bureau – grant application	Respond to the applicants in line with the resolution	Town Clerk	On agenda	

14	2024-07-22 Minute 180/24	Parks Team - apprenticeship	Explore potential of external funding	Grants Officer Head of Parks and Estates	Being explored	
15	2024-08-19 Minute 234/24	Revised Neighbourhood Plan	Inform Examiner of the Council's resolution	Interim Town Clerk		Completed
16	2024-09-19 Minute 236/24	Community Infrastructure Levy (CIL) – St Mary-le-More	Inform St Mary's of the Council's support for their application to the District Council	Interim Town Clerk		

17	2024-08-19 Minute 237/24	Volunteer policy	Make requested amendments to policy	Interim Town Clerk		
18	2024-08-19 Minute 238/24	St Martin's Lease	Action signing and sealing	Interim Town Clerk		
19	2024-08-19 Minute 239/24	Working groups	(a) Update records (b) Inform deadline for the receipt of proposed terms of reference and memberships (c) Provide more detail on the concept of 'liaison councillors'	(a) Meetings Officer (b) Meetings Officer (c) Interim Town Clerk		(a) Completed (b) Completed (c) Completed