

## 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)	Next step	Completed
1	2023-01-23 Minute 538/22	<b>Castle Motte</b>	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	Tba	
2	2022-09-26 Minute 297/22	<b>Car Parking Agreement – Goldsmith’s Lane</b>	Town Clerk to sign agreement when ready	Town Clerk	Dispute appears to be between the solicitors of both parties	Town Clerk or Head of Parks and Estates to speak to solicitor	

3	2024-01-22 Minute 541/23	<b>Community consultation model and toolkit</b>	Develop consultation toolkit that can be easily used by members of staff and others for different issues	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	Staff member to develop ready-to-use toolkit on how to run a public consultation exercise	
4	2024-01-22 Minute 547/23	<b>Flags and banners</b>	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	General Administrator	Audit of existing flags and banners has been nearly completed	Complete audit and order new items	

5	2024-02-19 Minute 608/23	<b>Flood level markers</b>	Contact Historic England for further information before SMC application	Cllr Acreman (supported by Cllr Hendrie) Head of Parks and Estates	Awaiting designs	Scheduled Monument Consent application will then be developed and submitted	
6	2024-04-22 Minute 727/23	<b>Grant applications</b>	Review the way the availability of grants is promoted and the process for awarding them to ensure fairness to all	(a) Town Clerk and Grants Officer (b) Meetings Officer	Review to be conducted towards the end of 2024 calendar year when next year's budget is discussed	(a) To develop a proposal to be presented to councillors (b) To include on agenda for budget meeting	

7	2024-05-22 Minute 44/24	<b>Rental property portfolio</b>	(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	Head of Parks and Estates		Tender documents to be prepared to attract supplier suitable for Council's estate	
8	2024-05-22 Minute 47/24	<b>Policies – Freedom of Information</b>	Freedom of Information policy to be reviewed during the 2024-25 Municipal Year	Town Clerk	Yet to start	Find time to review	
9	2024-07-22 Minute 173/24	<b>Vote of no confidence in Thames Water</b>	Send letter to Thames Water	Town Clerk		Letter to be drafted by councillor or Town Clerk	

10	2024-07-22 Minute 180/24	<b>Parks Team - apprenticeship</b>	Explore potential of external funding	Grants Officer Head of Parks and Estates		External funding to be secured	
11	2024-08-19 Minute 237/24	<b>Volunteer policy</b>	Make requested amendments to policy	Locum Clerk		Amendments to be made	Completed
12	2024-10-21 Minute 316/24	<b>Actions from previous meeting/Action Log format</b>	Pilot additional column describing the next step for each action	Meetings Officer		Reformat template and seek input from action owners	Completed

13	2024-10-21 Minute 319/24	<b>County and District Councillors' Reports/carbon footprint of suppliers</b>	Review carbon footprint of principal suppliers	Town Clerk		Find time	
14	2024-10-21 Minute 322/24	<b>Town Hall, urgent repairs</b>	(a) Procure heritage-grade suppliers (b) Secure funding from Section 106 and CIL	(a) Head of Parks and Estates (b) Grants Officer		Head of Parks and Estates actively seeking potential contractors	
15	2024-10-21 Minute 326/24	<b>Red kite trail</b>	Discuss what's required of the Town Council and determine the Council's position regarding the use of the WTC logo if no funding provided	Locum Clerk Cllr Acreman	Left to officer judgement rather than being brought back to Full Council	Locum Clerk to decided	Completed

16	2024-10-21 Minute 327/24	<b>Grant - CAB</b>	Inform CAB that no further grant monies available for 2024/45 and invite to reapply at start of 2025/26	Senior Office or Grants Officer, as delegated by Town Clerk		Email or phone CAB	
17	2024-10-21 Minute 329/24	<b>Civic Policy/Protocol</b>	(a) Take on board any amendments sent by councillors (b) Ensure it is stored appropriately and published on website	(a) Locum Clerk (b) Communications Officer		(a) Amend document once changes received (b) Publish when Town Clerk has sent final document	Completed
18	2024-10-21 Minute 330/24	<b>Community Emergency Plan/Working Group</b>	Update Working Group list and details	Meetings Officer		Update on Z drive (WTC principal repository) and website	Completed

19	2024-10-21 Minute 331/24	<b>The Regal Working Group</b>	<p>(a) Update the Working Group's terms of reference and bring back to Full Council for ratification, allowing the WG to continue with moving the project forward in the meantime</p> <p>(b) Develop and circulate a clear timeline for the deliverables of the next stage of the project</p>	<p>(a) Cllrs Margarido and Sandall with the support of the Meetings Officer</p> <p>(b) Cllrs Margarido and Sandall as Chair and Vice-Chair of the WG</p>		On agenda	Completed
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