

## 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 £38k is being included in the 25-26 budget	Tba	Council decided not to proceed
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	Lack of resource at present
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	Completed

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	2024-05-22 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  Delayed	
7	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	

8	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  Response received and circulated.	
9	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  Report going to the next Personnel Committee.	
10	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	

11	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			Completed
12	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 Officer or Grants Officer, as delegated by Town Clerk		Email or phone CAB  Advised no further funding	
13	2024-11-25 Minute 408/24	<b>County Councillor's and District Councillors' Reports – visit by OCC Head of Highways</b>	Channel comments regarding the visit of the Head of Highways via Cllr M Hoskins, the Liaison Councillor for Transport	All members (if they have contributions to make)		Speak to or email Cllr M Hoskins	

14	2024-11-25 Minute 414/24	<b>Town Councillor surgeries</b>	Prepare a paper for the next meeting of the FC (December 2024) describing this proposal in detail	Cllr Sandall Meetings Officer		On agenda	Completed
15	2024-11-25 Minute 415/24	<b>Annual Town Meeting 2025</b>	Check whether any other major town events are planned for the same evening	Meetings Officer with the support of the Communications Officer (if they have resource available)		Contacted Corn Exchange, Window on Wallingford and Wallingford School and there are no conflicts with the date chosen	Completed
16	2024-11-25 Minute 420/24	<b>Working groups</b>	Update Working Group records to reflect the establishment of the Wallingford in Bloom and Tree Working Groups	Meetings Officer			Completed

17	2024-11-25 Minute 423/24	<b>Christmas office closure</b>	Put in place and make known emergency contingency measures, including provision for emergency communications if necessary	Locum Clerk			Completed
18	2024-11-25 Minute 425/24	<b>Future agenda items</b>	(a) Schedule Honorary Freeman item for next Civic and Ceremonial (b) Discuss with Chair of Personnel the suggestion that a councillor works alongside the officer responsible for the Town Council-run band concerts in the Castle Gardens (c) Deadline for registration for involvement in the national VE commemoration to be clarified	(a) Meetings Officer (b) Locum Clerk (c) Senior Officer or Chair of TEDC			(a) Completed (b) Tba (c) On agenda