**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**

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|  | **Meeting date** | | **Title** | **Action description** | | | | **Assigned to** | **Update (if not yet completed)** | **Next step** | | **Completed** |
| 1 | 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  £38k is being included in the 25-26 budget | To accrue reserves. |  | |
| 2 | | 2022-09-26  Minute  297/22 | **Car Parking Agreement – Goldsmith’s Lane** | | 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 |  | |

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| 3 | 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 | 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 | 2024-02-19  Minute 608/23 | **Flood level markers** | 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 |  |
| 5 | 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 | Head of Parks and Estates |  | Tender documents to be prepared to attract supplier suitable for Council’s estate  To appoint a member of staff to do this. |  |
| 6 | 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 | Find time to review |  |
| 7 | 2024-07-22  Minute 180/24 | **Parks Team - apprenticeship** | Explore potential of  external funding | Grants Officer  Head of Parks and Estates |  | External funding to be secured |  |
| 8 | 2024-10-21  Minute 319/24 | **County and District Councillors’ Reports/carbon footprint of suppliers** | Review carbon footprint  of principal suppliers | Town Clerk |  | Find time |  |
| 9 | 2024-11-25  Minute 408/24 | **County Councillor’s and District Councillors’ Reports – visit by OCC Head of Highways** | 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 |  |
| 10 | 2024-11-25  Minute 425/24 | **Future agenda items** | 1. Schedule Honorary Freeman item for next Civic and Ceremonial 2. 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 3. Deadline for registration for involvement in the national VE commemoration to be clarified | 1. Meetings Officer 2. Locum Clerk 3. Senior Officer or Chair of TEDC |  |  | 1. Completed 2. Tba 3. On agenda |
| 11 | 2025-24-02  510/25 | **Installation of five red kites** | To agree locations |  |  |  |  |