

AGENDA ITEM	ACTION REQUIRED	BY WHOM	PROGRESS	DATE CLOSED
20/89	To contact the Chairman of the Sport and Recreation Advisory Group to discuss the group's immediate future.	Clerk	Email sent.	28/10/2020
20/94	To contact the Tree Warden and offer support with an Assistant Tree Warden.	Clerk	Tree Warden approached and support from an assistant was welcomed.	08/10/2020
20/95	To ask the District Councillors about plans for Maldon relief road and to offer Parish Council's support.	Clerk	Clerk emailed District Councillors.	19/10/2020
20/66	To formulate and approve a Training Agreement for the Clerk's training course.	Personnel Committee members	Draft agreement emailed to members on 10/9/20. Approved at Personnel Committee Meeting on 22/10/2020.	22/10/2020
20/69	To look into the ownership of a strip of the coffin path.	Parish Paths Representative		
20/69	To cost the duck pond project and present to the Parish Council at a future meeting.	Designated group of Councillors	Locality Funding up to £1200 obtained for this project. To be presented at the November meeting	02/11/2020
20/71	To obtain quotes for levelling of the area of the Community Park to be fenced.	Clerk and Cllr Renow	First site visit arranged on 11/9/20. Final site visit due early October. Quotes will be presented when all are available.	
20/50	To investigate the purchase of a brush cutter and associated PPE and training.	Cllr Munt		
19/168	To circulate the land transfer documents for the community park to all Councillors.	Clerk	Transfer documents held on record are pre-transfer. Solicitor emailed to request final copy and chased.	
19/81	Look into the various options for a youth service provision in HP and make recommendations to full Council.	Sport and Recreation Advisory Group	Suspended until advisory group can meet.	Suspended
19/87	Look into the provision of LED lighting during the next 12 months (by February 2020).	Clerk	Interest free loan researched. Quotes yet to be obtained. Delayed while Clerk dealing with damaged streetlight replacement. Deadline extended by six months.	
19/91	Put together a Man Shed project plan, including costings, and report back to full PC at future date.	Sport and Recreation Advisory Group	Suspended until advisory group can meet.	Suspended

Shading denotes matters arising from previous meetings.  
Unshaded area denotes matters arising from last meeting.