

Deopham & Hackford Parish Council

Action Log - Tasks as outcome of Parish Council meeting

Date Task Initiated	Description of Task	Person Responsible	Due by	Comments
Ongoing	Revision of lease of playing field	Martin Skidmore	March 2021	Ongoing due to Coronavirus
Ongoing	Clerk to investigate sources of funding for new computer equipment	Clerk	2020-21	Will be looked at under new budget
Feb	Amend Bank Signatories	Clerk	April	Ongoing due to Coronavirus, delayed as Councillors were not able to attend the bank during lockdown
Sept	Arrange volunteers to repaint inside of the Hut	Clerk/Jacky Phoenix to coordinate	Nov/Dec	Ongoing, paint obtained, pending lift of lockdown
Sept	Identify costs to install a new rubbish bin at the playing field (purchase and emptying costs)	Clerk	Nov/Dec	To be considered for inclusion in next budget
Oct	Advertise vacancies for Councillor	Clerk	Ongoing	Advert in Net, posters on noticeboards & Facebook, will continue to re-advertise until positions filled.
Oct	Creation of webpage sharing information on Deopham STAR	Chris Coath/Clerk	Ongoing	Pending information from group
Nov	Clarify rent terms for playing field and schedule for future payments	Clerk	Dec	Completed