

Deopham & Hackford Parish Council

Action Log - Tasks as outcome of Parish Council meeting

Date Task Initiated	Description of Task	Person Responsible	Due by	Comments
Feb 2020	Amend Bank Signatories	Clerk	Autumn 2021	Bank contacted for information on how to remove as well as add new signatory. Forms being sent.
Sept 2020	Arrange volunteers to repaint inside of the Hut	Clerk/Jacky Phoenix to coordinate	Autumn 2021	Ongoing, paint obtained, painting due October.
Jan 2021	Research options for noticeboard repairs/replacement	Clerk	Ongoing	Will be looked at under 2021-22 budget
May 2021	Investigate options for installing Horse warning signs and moving 40mph signs	Clerk	Ongoing	Locations for Horse signs confirmed, pending final approval
May 2021	Install new dog bin on Low Common	Clerk	July 2021	Awaiting approval of location
June 2021	Purchase new bench for playing field	Clerk	Nov 2021	Bench ordered, expected installation early Nov
September 2021	Investigate options for shared Council training	Clerk	Nov 2021	Neighbouring councils contacted for interest
September 2021	Investigate options for alternative banking arrangements	Clerk	Dec 2021	
October 2021	Arrange receipt of covid memorial token	Clerk	Dec 2021	Plaque ordered, pending date for presentation