

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	Ongoing	Ongoing due to Coronavirus
Nov	Obtain multiple quotes for repairs to The Hut	Jacky Phoenix	Ongoing	Ongoing due to Coronavirus
Nov	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
May	Obtain gate key from Norse	Clerk	July	Requested
May	Report overhanging trees on Low Common	Clerk	July	Reported to NCC
May	Organise trial Council meeting using Jitsi	Clerk	July	Ongoing
June	Clarify Insurance details	Jacky Phoenix	ASAP	Complete
June	Complete and submit audit forms	Clerk	July	Ongoing