

**Full Council Meetings Action Log
2023/2024**

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A18	138/24	13th February 2024	Risk Assessments - review format (see A109)	Clerk	ONGOING: Continuing to be updated.	
A27	153/24		Review faint yellow lines in village	Cllrs	ONGOING: To report to the Clerk	

2024/2025

Full Council Meetings Action Log

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A105	125/25	10th December 2024	Update Word documents to meet new Accessibility regulations	Ali	ONGOING	
A109	136/25(F)	11th March 2025	Update Risk Assessments and upload to website	Ali	ONGOING	
A111	137/25(D)(e)		Trial Sharepoint with a few Cllrs	Ali/Rachel		
A117	148/25(D)		Chase Southern Water	Ali	Chased April - September Mike Russell is now contact	

2025/26

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Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A137	024/25	10th June 2025	Chairman's Board to be updated	Admin Assistant	Obtain further quotes from other companies - place on January 2026 FC agenda	
A143	035/25	8th July 2025	Review email regarding planning condition for changing rooms application	Cllr Turner	Ask for condition to be withdrawn	
A150	046/25	12th August 2025	Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment	Ali	Emailed Mike Russell 9/9/25	
A168	069/25	14th October 2025	Arrange meeting with Allotment Society	Ali / Cllr Rabot		
A171	074/25		Obtain quotes for wooden fingerposts	Ali / Admin Asst		
A172	080/25	11th November 2025	Invite PCSO to next Community Forum	Cllr Boswell		
A173	080/25		Put together a list of possible contractors for changing rooms refurbishment	Cllr Griffiths	Liaise with architect and Cllr Turner	
A176	083/25		Purchase a new laptop for planning / finance (Maximum £350)	Ali / Cllr Newton		
A177	085/25		Arrange further Speed Watch dates	Cllrs Rabot and Summersgill		
A181	091/25	9th December 2025	Advertise changing rooms tender on Contract Finder once plans/spec been drawn up	Ali		
A182	091/25		Building Regs for changing rooms to be applied for	Ali / Cllr Griffiths	Liaise with architect and Cllr Turner	
A184	091/25		Apply for building Regs for public conv.	Cllr Turner		
A196	103/26	13th January 2026	Raise issues of Plain Road flooding to Upper Medway Internal Drainage Board	Cllr Summersgill		
A197	103/26		Cllrs to discuss IT Policy at Comms Sub-Group Meeting	Rachel/Comms Sub-Group	Cllr Griffiths reviewed it - draft to be discussed to Comms S/G	
A201	103/26		Send Byelaw changes to Secretary of State	Ali		
A202	106/26		Resubmit Nat West mandate changes	Ali		