

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	20.03.14 Mayor's Weekly Meeting	Donation of Prizes for Easter Events	Letters to be drafted to Tesco & Cooperative to request donation of prizes (eggs) For Town Council & Youth Council Easter Events	Nikki/Joy	In Progress	
2.	25.02.14 TC 122	Police Report	Request a written report and circulate to Councillors	Joy	Town Clerk emailed PC Andy Stuart 27.02.14 Report received and circulated with Clerks update 4/14 04.03.14.	COMPLETED 04.03.14
3.	25.02.14 TC 126	Clearance of Gullies	RESOLVED that Gullies (Options available) is included as an item on the next Open Spaces agenda	Nikki/ Michelle	Added to O.S Agenda planner 26.02.14 Added to Agenda 27.02.14	See O.S Resolutions
4.	25.02.14 TC 127	Byelaws	RESOLVED that: (i) That a resolution is passed to adopt the byelaws (ii) That the Mayor and Deputy Mayor are the designated signatories on the formal document to be sealed (iii) That the appropriate notice regarding the byelaws is placed in the Chard and Ilminster News and also on the Town Council's Website and Notice board (iv) That a fee of 10p per 100 words be charged for supplying the byelaws or any extract from the document during the period that they are on deposit. (iv) that after the byelaws have been on deposit for 1 month application for them to be confirmed is	Joy/Marilyn	Approved at Full Council 25.02.14	See Town Council Resolutions

Action List for TC Agenda 8th April 2014

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			made to the Department for Communities and Local Government.			
5.	25.02.14 TC 128	Conservation Area	RESOLVED that: (i) Copies of A3 Map be sent out by post to all Councillors to consider further. (ii) Councillors to submit feedback within a week.	Nikki	Sent Copies of Maps and Key to Cllr's 27.02.14 by post.	COMPLETE 27.02.14
6.	28.01.14 TC 102	Minutes – 3 rd Dec No. 87	Minutes of the 3 rd December – no 87 – needs to be reworded, cross reference to the meeting on 28.01.14 and taken back to the Town Council meeting on 25.02.14.	Joy	Taken to Town Council meeting on 25.02.14 - Approved	COMPLETE 25.02.14
7.	28.01.14 TC 102	Office Action Plan	Ask Mr Raffell if Berkley Homes can have a copy of the Flood Plan	Marilyn	Deputy Clerk emailed Mr Raffell 31.03.14. Awaiting reply	
8.	28.01.14 TC 104	Police Report	Ask police to write their report in a more formal manner and indicate who it has been written by.	Joy	Town Clerk spoken with P.C A Stuart Received a written Police report 27.02.14	COMPLETE
9.	28.01.14 TC 110	Budget & Precept for 2014/15	Update the budget sheets with the approved figures and save as approved budget 2014/15. Attach a copy to the minutes	Michelle	Copy with minutes and copies sent to Cllrs for their records 25.02.14	COMPLETE
10.	03.12.13 T.C 80	Emergency Flood Plan	Cllr Vjeh investigating if funding available from the County Council.	Cllr Vjeh		

Action List for TC Agenda 8th April 2014

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11.	22.10.13 T.C 69	Project Plan	<p>1. Path between brakes garage and Riec sur belon needs maintenance– Cllr Goodall reported it is the management company for Riec Sur Belon development (meeds fleet) – C.G will make them aware that this could be a flood risk.</p> <p>2. Town Clerk to write a letter to express that the Town Council is dissatisfied with the attitude of the developer regarding proposed development and works so far. – Link to project Plan</p>			
12.	Full Council 07.05.13	Item 12 Approval of Accounts	<p>The Town Clerk will investigate the 2 recommendation from the Internal Auditor</p> <p>A) that the accounting procedure for Reserves is reviewed.</p> <p>B) that a tagging scheme should be implemented to provide more physical control over our fixed assets.</p>	Joy/ Marilyn	<p>1) Internal Auditor to be discussed at F&P on 27.08.13</p> <p>2) Agreed to send out documents to suitable individuals/ organisations and wait to see what response we receive back – as at os meeting on 13.08.13</p> <p>31.01.14 Meeting scheduled with Internal Auditor.</p> <p>In process of tagging fixed assets.</p>	
13.	Full Council 07.05.13	Item 12 Approval of Accounts	<p>The Town Clerk will look at how improvements can be made to the information that is required on our Annual Governance Statement</p>	Joy		

Town Council Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1.	<p>SCC Investigation Winterhay Lane TC 05.02.13</p>	<p>Resolved 1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way 2) That Cllrs Swann(with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7th March 2013 to put the Town Council's view</p>	<p>05.02.13</p>	<p>1) Meeting booked for 7th March 2013 2) Meeting Cancelled – Councillors and Mr Holtom informed 3) Report and Recommendation received from SCC 4) Application to be placed before regulations Committee on 3rd October 2013 5) Consideration by SCC Regulation Committee postponed 6) Regulation Committee decided Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order. 7) SCC have made an order. 8) 01.04.14 SCC have received objections and this will now be referred to the Planning Inspectorate.</p>
2.	<p>Byelaws TC 25.02.14</p>	<p>Resolved (i) That a resolution is passed to adopt the byelaws (ii) That the Mayor and Deputy Mayor are the designated signatories on the formal document to be sealed (iii) That the appropriate notice regarding the byelaws is placed in the Chard and Ilminster News and also on the Town Council's Website and Notice board (iv) That a fee of 10p per 100 words be charged for supplying the byelaws or any extract from the document during the period that they are on deposit. (iv) that after the byelaws have been on deposit for 1 month application for them to be confirmed is made to the Department for Communities and Local Government. 25.02.14</p>	<p>25.02.14</p>	<p>1) Byelaws advertised 19.03.14</p>