**Sandford Parish Action Log:**

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| **First Raised** | **Action** | **Lead** | **Next review** |
| 6/2/2025 | **King George Playing field play area gate & Fence meeting:**  Establish a plan of action with costings | JS/BF/PS | 1/5/2025 |
| 6/3/2025 | **Play area safety:**  Review the ROSPA Report (play area safety) | BF | 1/5/2025 |
|  | **Office 365:**  Obtain quotes from cloudy IT | RA/ PS | 1/5/2025 |
| 6/2/2025 | **VE Day Celebrations:**  Create a programme and put on / promote activities (8/5/2025 &10/5/2025) | PS/PL | 1/5/2025 |
| 2024 | **Website update:**  Chase Vision ICT to enable the changes | DC | 1/5/2025 |
| 2024 | **Governance Review:**  Complete the update of the Standing orders  Update financial regulations | RA / SM | 1/5/2025 |
| 9/1/2025 | **Clerk Appointment:**  Shortlist, interview and appoint a new clerk – awaiting the appointment of a new councillor | RW/BF/RA | 1/5/2025 |
| May 2024 | **Land gift – Conveyancing & footpath (Bellfield):**  Chase solicitors for an update on completion | PS/JS | 1/5/2025 |
| 06/03/2025 | **GOV.UK email addresses:**  Set up all councillors on the Gov.uk email addresses | RW | 5/6/2025 |
| 1/3/2025 | **Clerk hand over:**  Computer files / Paper records  Bank accounts and official accounts / correspondence  Manage clerk email address | RW | 5/6/2025 |
| 3/4/2025 | **AGAR**  Appoint internal Auditor  Sign off for 2024-25 | RA | 5/6/2025 |
| 9/1/2025 | **Finance committee meeting:**  Arrange a date | SM | TBC |
|  | **Basketball Court** Opening and finance settlement | RW / DH | 5/6/2025 |
| 2024 | **Sandford “Speedwatch” group**:  Arrange a meeting with the Crediton group | RW | 5/6/2025 |
| 2024 | **Emergency Plan:**  Complete the review | DD | 5/6/2025 |
| 2024 | **Neighbourhood Plan:**  Re-establish a plan to take it forward | RW | 3/7/2025 |
| 2024 | **Road Warden scheme:**  Follow up with the applicants and recruit | RW | 3/7/2025 |
| 2024 | **Parish Bench renovation:**  Awaiting grant application | RW | On hold |
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Key:

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| JS -Cllr Stephens | DD – Dom Dunn (safety officer) | DH – David Hope (former councillor) |
| BF – Cllr Fyfe | SM – Cllr Miles | PL – Cllr Larcombe |
| RW – Cllr Ward | PS – Cllr Sandys |  |
| DC – Cllr Crosby | RA – Rachel Avery (Locum Clerk) |  |