**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 ordersUpdate 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 recordsBank accounts and official accounts / correspondenceManage clerk email address  | RW | 5/6/2025 |
| 3/4/2025 | **AGAR** Appoint internal AuditorSign 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) |  |