

Action	Comments	Officer	RAG	Raking	Target Date
Speak to brunel about website	Contacted again on 15/01/2024	Clerk	Red		
Chase up ambulance service	Spoke to james at Rochford	Clerk	Yellow		
Contact Ealc for referral	Awaiting reply contacted on 15/01/2024	Clerk	Yellow		
Apply for funding for playspace, grass crete and fences	Writing up form with Sally	Clerk	Yellow		
Create agenda for wildlife meeting	Done	Clerk	Yellow		
Barling signs	Agenda Nov 2024	Clerk	Yellow		
Bus shelter Barling Lodge	Agenda Nov 2024	Clerk	Yellow		
Speak to usual solicitor re drainage issue	Contacted on 29/01/2024	Clerk	Yellow		
Get quotes for fence replacement	In progress		Yellow		
Get quotes for handyman works to be done at hall	In progress		Yellow		
Investigate men's toilet leak from earlier in the year - may already be done	Norm to check and resolve issue	Clerk	Yellow		
write letters of thanks to d/d, c/s and e	In progress		Yellow		
Contact headmistress at barling primary for citizen of the year judeging	Contacted on 26/01/2024		Yellow		
Look into p11 pensions	In progress		Yellow		
Chase street lights	In progress	Clerk	Green		
email j edumnd about tickets	In progress		Green		
Sort sallys inbox	In progress		Green		
Create check sheet for Gilly	in progress	Clerk	Green		

Advertise community events on socials	Will start early may	Clerk		
Sort one drive	In progress	Clerk		

Daily/Weekly			
Check emails, deal with or answer		Clerk/ RFO	
Website and Facebook update		Clerk/ RFO	
Street Light Reports		Clerk	
Staff support and training		RFO	
Monthly			
Monthly wages <ul style="list-style-type: none"> • Basic Tools • Bank • Scribe • Payment list • Submit to HMRC 		RFO	
Prepare the monthly payment list		RFO	
Meetings at least monthly some months more than one meeting			
Prepare agenda	8 Working days before meeting (Monday)		
Draft Agenda to Chair & Vice	8 Working days before meeting (Monday)		
Response from Chair & Vice Chair	6 Working days before meeting (Wednesday)	Clerk/ RFO	



Issue Papers to councillors	Friday before Meeting	N/A	
Put Agenda on noticeboards	Friday before Meeting		
Put agenda on website & Facebook	Friday before Meeting		
Attend Meeting			
Write Minutes	Within 5 working days after meeting		
Draft Minutes to Chair & Vice	Within 7 working days after meeting		
Put on website	Within 10 working days after meeting		
Put signed minutes on website	Within 10 working days after meeting	Clerk	