

Action	Comments	Officer	RAG	Raking	Target Date
Update on the parry	In progress	Clerk	Red		
Get quotes for website	In progress	Clerk	Yellow		
Fix special award	Done	Clerk	Green		
Barling Signs	Agenda Nov 2024	Clerk	Yellow		
Bus shelter Barling Lodge	Agenda Nov 2024	Clerk	Yellow		
Order and send vouchers to the school	Done	Clerk	Green		
Arrange for plate warmer to be collected	In progress	Clerk	Green		
Speak to usual solicitor re drainage issue	Done	Clerk	Green		
investiage duck signs	Done	Clerk	Green		
Email John about wifes details	Done	Clerk	Green		
Email john about loose fire alarm	Done	Clerk	Green		
Investigate flyers to be printed for scarecrow competition	In progress	Clerk	Green		
Email mandy about october quiz	Done	Clerk	Green		
Advertise community events on socials	Will start early may	Clerk	Green		
Sort one drive	In Progress	Clerk	Green		

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"> <li>• Basic Tools</li> <li>• Bank</li> <li>• Scribe</li> <li>• Payment list</li> <li>• Submit to HMRC</li> </ul>		RFO	
Prepare the monthly payment list		RFO	
Meetings at least monthly some months more than one meeting	<p>Prepare agenda</p> <p>Draft Agenda to Chair &amp; Vice</p> <p>Response from Chair &amp; Vice Chair</p> <p>Issue Papers to councillors</p> <p>Put Agenda on noticeboards</p> <p>Put agenda on website &amp; Facebook</p> <p>Attend Meeting</p> <p>Write Minutes</p> <p>Draft Minutes to Chair &amp; Vice</p> <p>Put on website</p>	<p>8 Working days before meeting (Monday)</p> <p>8 Working days before meeting (Monday)</p> <p>6 Working days before meeting (Wednesday)</p> <p>Friday before Meeting</p> <p>Friday before Meeting</p> <p>Friday before Meeting</p> <p>Within 5 working days after meeting</p> <p>Within 7 working days after meeting</p> <p>Within 10 working days after meeting</p>	Clerk/ RFO
Put signed minutes on website	Within 10 working days after meeting	Clerk	

