

Action	Comments	Officer	RAG	Raking	Target Date
Update on the parry	In progress	Clerk			
Get quotes for website	In progress	Clerk			
Fix special award	Done	Clerk			
Barling Signs	Agenda Nov 2024	Clerk			
Bus shelter Barling Lodge	Agenda Nov 2024	Clerk			
Order and send vouchers to the school	Done	Clerk			
Arrange for plate warmer to be collected	In progress	Clerk			
Speak to usual solicitor re drainage issue	Done	Clerk			
investiage duck signs	Done	Clerk			
Email John about wifes details	Done	Clerk			
Email john about loose fire alarm	Done	Clerk			
Investigate flyers to be printed for scarecrow competition	In progress	Clerk			
Email mandy about october quiz	Done	Clerk			
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 Draft Agenda to Chair & Vice Response from Chair & Vice Chair Issue Papers to councillors Put Agenda on noticeboards Put agenda on website & Facebook Attend Meeting Write Minutes Draft Minutes to Chair & Vice Put on website	8 Working days before meeting (Monday) 8 Working days before meeting (Monday) 6 Working days before meeting (Wednesday) Friday before Meeting Friday before Meeting Friday before Meeting Within 5 working days after meeting Within 7 working days after meeting Within 10 working days after meeting	Clerk/ RFO	
Put signed minutes on website	Within 10 working days after meeting	Clerk	

