Item 12 - Outstanding Project Work (excluding routine required work)					
Item no	Meeting	Date Raised	Min ref	Description	Actions
424	Bowlers			Arrange meeting	with Cllr DS and Bowling Committee
423	Events			Update event plan template	Update the event template for bandstand
422	statutory requirment			review maintainace report for building alarm	Bandstand
421	statutory requirment			review maintainace report for building alarm	Pavilion
420	statutory requirment			draft legal agreement for bandstand equipment	
419	statutory requirment			legal agreements	Drop copies of the leases at solicitors
416	Building work			Complete O and M Mannual	Bandstand
415	Building work			Complete O and M Mannual	Pavilion
414	Staffing Committee			Partnership agreement	Write partnership agreement for Council and voluntary groups
413	Building work			update facilties management folders	
412	Building work			Bollard to greens	chase CMBC re bollard to greens
411	Full Council			new starter paper work for FEO	produce new starter paper work (contract/new starter/training book etc)
410	statutory requirment			weekly fire alarm check - Bandstand	arrange rota
409	statutory requirment			weekly fire alarm check - Pavilion	arrange rota
408	statutory requirment			wheels park - conditional survey	issue invitation to quote
407	statutory requirment			ROSPA Check for wheels park	review report
406	Building work			Seating area around bandstand	oversee work
405	statutory requirment			Waste removal	Source Contractor - pavilion
404	statutory requirment			Pest control	Bandstand
403	statutory requirment			Pest control	Bandstand
402	statutory requirment			LOLAR inspection	Source Contractor
401	Council			Snagging for the Pavilion	Chase and ensure completion of Pavilion work
400	Council			Snagging for the Bandstand	Chase and ensure completion of Bandstand work
374	Full Council	17/12/2025	2025(FC)116	Patmos Gardens - Wall	Write press release for patmos
349	Full Council	01/04/2024		Mayors Portraits	Sort new frame to house Mayors protraits
272	Resources	23/11/2022	2022(RC)098	Agenda items & report	What media the council use?
250	Tod Support	15/09/2022		Support Tod Support	Risk Assessment
249	Tod Support	15/09/2022		Support Tod Support	Risk Management Policy
247	Tod Support	15/09/2022		Support Tod Support	Equality and Diversity Policy
246	Tod Support	15/09/2022		Support Tod Support	Whistle Blowing Policy
242	Tod Support	15/09/2022		Support Tod Support	Communications/IT/Social Meida Policy
241	Tod Support	15/09/2022		Support Tod Support	Volunteer Management Policy
233	Resources	03/08/2022	2022(RC)063	Banking	Investigate banking options for the Council
113	Resources	08/09/2021	2021(RC)067	Lobb Mill Refurbishment works and signage	Identify options and seek quotes
59	Resources	24/02/2021	2020(RC)085	Marketing and Communications Plan	TC to work up scheme/policies