

Reference Number	Date Agreed	Action/Motion	Update
01-FAS	03.07.2023	Cemetery, use of the cemetery has been limited to allow the Committee and the Officers to update the accords and amend pricing and policies.	The information on Scribe is still being updated and the new regulations will be ready for the January FAS meeting.
03-FAS	Ongoing Issue	Sewage Contamination - KGV	No Update
08-FAS	04.09.2023	Defibrilator Inspection	No further update
09-FAS	06.11.2023	KGV Play Area Bin	The Locum Clerk has ordered the replacement bin as directed by the FAS Committee. This will be installed by the New Year.
10-FAS	04.09.2023	Review Tree Survey	The beech tree at the KGC is having its fungus treated and treework will be carried out adjacent to Elford's Lodge.
11-FAS	04.09.2023	Review of the Statutory Reports	The Locum Clerk and administrator have reviewed the ROSPA reports. Handles have been ordered for the fitness equipment at heartenoak and a structural survey of the goal posts has been ordered.
12-FAS	09.01.2023	Oak Tree Down in Cemetery	The Locum Clerk has had two tree surgeons out to look, update will be provided by Cllr Lloyd-Owen as the action will be decided at the meeting.
03-FNC	15.11.2023	Corporate Credit Card	Will be applied for once the Unity Trust Bank Account has been opened.
04-FNC	15.11.2023	Bank Account Actions	The application for the Unity Trust Account has been completed and awaiting confirmation of opening, the Lloyds account has had the sweep removed.
OFF-01	20.11.2023	Office Equipment	The laptops and other equipment has arrived, and has been set up.
OFF-02	Ongoing	Policy Work	The Locum Clerk is still carrying out ongoing policy work and ensuring the points raised by the auditor are addressed before the audit in April.
OFF-03	Ongoing	Website and Systems Change	The website has been built and the overall design will be shown to Councillors at the meeting. Please note content will be altered before the website is published. The Locum Clerk has had issues accessing the DNS however this has been rectified. The domain management has been taken over by our new website provider which will streamline processes when changes need to be made. <b>On 19th January 2024 Councillors will not be able to access their emails while the systems are switched over.</b>
OFF-04	Ongoing	Charities Work	The RFO is currently putting together the Charities Accounts for submission and closure.