

9.1. Clerk's Actions from Parish Council Meeting held 16th May 2023

Action Ref.	No	Action	Notes	Agenda Item May
A	8.5	The Clerk to contact our Neighbourhood Highways Officer about the recent issues with pot holes and how they have been fixed in Teign View and to report back to the council.	Completed	9.2
B	10.	Re. Co-options. The Clerk to ensure all relevant paperwork is completed, send their register of interests to Teignbridge. Add them to our website and set up their email addresses. Introduce them to the parish via our website and Facebook page and update posters in noticeboards.	Completed	N/A
C	12, 13, 14	Re. Committee and Working Group Membership SEE APPENDIX B The Clerk to ensure all councillor profiles are updated with these positions.	Completed	N/A
D	16.	The Clerk to produce the Newsletter and distribute via agreed methods including the following subjects: 1. Photo of the new Council including new Chairman and Vice Chairman 2. Article about the presentation of Coronation medals to children attending the parish preschools and schools 3. Article about the relaunch of Sustainability Working Group and if interested to contact Cllr Willett 4. Contact details for Environment Agency so residents can report odours. 5. Article about Chudleigh Knighton's school signs to encourage drivers to Slow Down.	Completed	N/A
E	18.1	RE. Payment of Invoices. The Council unanimously resolved to approve these retrospective payments 18 – 24, no action required. The Council unanimously resolved to approve the above payments and resolved that the Clerk should make the above payments 25 – 39 using online banking with the exception of Scribe 29 which is an automatic Nest payment.	Completed 17/05/23	N/A
F	18.3	Re. CIL Report The Clerk to send a copy to Teignbridge District Council and place a copy on our website.	Completed 30/05/23	N/A
G	18.4	The Clerk to update the approval date on the document and update CIL policy on our website.	Completed	N/A
H	18.5	The Clerk to update the approval date on document and update Standing Orders on our website.	Completed	N/A
I	18.6	The Clerk to update the approval date on the document and update Financial Regulations on our website.	Completed	N/A
J	18.7	RE. JPAG Guide The Clerk to include a link on our website	Completed	N/A
K	18.8	The Clerk to update the approval date on the document and update General and Financial Risk Assessment "Risk Management" on our website.	Completed	N/A
L	18.9	The Clerk to update the approval date on the document and update Statement of Internal Control on our website.	Completed	N/A
M	18.10	The Clerk to update the approval date on the document and update GDPR policy on our website.	Completed	N/A
N	18.11	The Clerk to check if wording has changed in JPAG Guide March 2023 from March 2020. If not change to "Guide March 2023 states" update the approval date on document and update Fixed Asset policy on our website. If the wording has changed, add to June agenda.	Completed, wording hadn't changed.	N/A
O	18.19	The Clerk to send the relevant forms to PKF Littlejohn the external auditor and put up notices regarding the period for the exercise of public rights on our website and noticeboards.	Completed	N/A
P	19.	The Clerk to chase our Grounds Maintenance contractor regarding the topping up of the bark.	To be completed by 14/06	N/A
Q	21.	The Clerk to find out more about the school's SLOW project and share a picture of their signs in our newsletter.	Completed.	N/A
R	22.	Re. Age of Teign Village Play Park	Completed. 2005	N/A
S	22.	The Clerk to find out when the work on CK War Memorial will be undertaken and report back to the council.	Date to be confirmed	N/A