

Matter	Update	Priority	Finish Date	Who	Status	Completed	Comments
Administration							
CIL / Emma Walker	Arrange meeting (Clerk is chasing but no replies)	19/09/2022	30/06/2025	Chairman/Clerk	In progress	☐	Emma has advised new plans drawn will notify once they are able to be included in the public domain; a request for an update email has been sent 30/09 to Emma. Confirmation that works will not commence until February 2026 half term. Cllr Rob Jones is pursuing to ensure works will be done.
Stone Cross damage	Settlement offer has been made of £30,000.00	20/09/2022	30/06/2026	Clerk	In progress	☐	05/25 - email sent to insurers outlining the costings given by the contractor - awaiting response .05/25 - Our insurers Loss adjuster is liaising with the vehicle insurance co - we await a response; chased 17/06 - Gareth Sampson said he would chase; 18/06 also requested if we could arrange a zoom meeting to expediate - await response; chase up emails sent 21/07;13/08;12/09;15/09;18/09;19/09,15/10; 23/10. an offer has now been made by our Insurers; Meeting held 4th November council agreed acceptance of the offer.
QEII Field	Plan	30/04/2025	31/03/2026	Clerk / Chairman	Complete	☒	
Purvery Close	Plan:Purchase of Land; contact affected residents	01/05/2025	01/07/2025	Chairman/Vice Chairman/Clerk	In Progress	☐	05/25 Chairman has written letters; Vice Chairman distributed letters;Chairman & Vice Chairman has attended appointments with some residents; a few residents have yet to indicate how they wish to proceed;
Doctors Meadow - Place Plan 981 (Neighbourhood)	Trackway Rinstatement; to arrange site visit with SC	01/04/2025	31/03/2026	Chairman/Vice Chairman/Clerk	In progress	☐	06/25 - awaiting confirmation of site meeting; dates given in August but could not line them up; Shropshire officer away until end of September another officer could deal; the other officer wants me to call to talk through it; phoned in meeting; Jane Ayres is on Annual leave, someone else is taking over the project at the moment. Site meeting has taken place. Draft notes from the meeting have been received and circulated to Cllrs
Cliffe Local Nature Reserve	Meet Rebecca Turner to discuss signage	01/05/2025	31/03/2026	Clerk	In progress	☐	Meeting took place, awaiting feedback from Shropshire Council
Policies	Check list. Add any recommendations; review policies	01/05/2025	31/03/2026	Clerk	In progress	☒	Policy Working Group have met - revisions to be put to council November Meeting, as well as a revised schedule list. Resolved acceptance in Novembers Meeting

31/10/2025

Bank & Savings accounts	Update mandate	25/05/2025	31/03/2026	Clerk	In progress	☐	Due to work load and up and coming events the Clerk will arrange in May; Nationwide Forms have been completed; Unity Trust accounts have been altered and submitted. No confirmation from Unity Trust has been received to confirm that they are amending the account
Village Building Questionnaire	Analyse of Questionnaires received & present to Council	29/04/2025	01/07/2025	Clerk	Complete	☒	06/25 - 45 responses received so far - all have been inputted, one taken out, closure date set to 25th June 2025; all forms received so far have been added;
Governance							
External Audit (AGAR)	To include at the nearest meeting following the conclusion of the AGAR	01/06/2025	30/11/2025	RFO	Complete	☒	AGAR Completed; Internal Auditor has inspected - refer to audit report; council approved at June Meeting; publication of Notice to Inspect 13/06/25, Inspection period ends 25/07/25; AGAR submitted 19/06/2025, completion of Audit has been publicised; External Auditors report on October meeting
Internal Audit	To get paperwork by 19/05/2025 to Internal Auditor	29/04/2025	30/05/2025	RFO	Complete	☒	06/25 Internal Auditor was handed the files in May
	Internal Auditors Recommendations - Draw up Action Plan	29/04/2025	30/05/2025	RFO/Finance	In Progress	☐	Action Plan written 8 Actions to do; Budget reporting alterations have been made; November meeting a report will be given to council. A request has been made for a half term audit. Half year audit will be carried out in November and reported in December to Main Council
Annual Review of Standing Orders	On the Agenda for the AGM	29/04/2025	01/05/2026	RFO	Complete	☒	
Annual Review of Financial Regulations	On the Agenda for the AGM	29/04/2025	01/05/2026	RFO	Complete	☒	
Annual Review of Asset Register	On the Agenda for the AGM	29/04/2025	01/05/2026	RFO	Complete	☒	
Annual Review of Risk Assessment	On the Agenda for the AGM	29/04/2025	01/05/2026	RFO	Complete	☒	
Appointment of Internal Auditor	To add on Septembers meeting	25/08/2025	30/09/2025	Clerk/RFO	Complete	☒	
Council to Receive Internal Auditors Report and Approve AGAR	To include report on the Agenda for June Meeting	01/04/2025	01/06/2025	RFO	Complete	☒	
To receive External Auditors Report	To add on to Agenda first Council meeting from being received	01/07/2025	30/09/2025	RFO	Complete	☒	Included on Octobers Meeting - Conclusion notices displayed
Budget/Precept Requirement 2026/27	Finance Committee to review Draft Budget/ Full Council to approve budget/precept Requirement	30/09/2025	06/01/2026	RFO/Finance Committee/full Council	In progress	☐	Budget drawn up by the Clerk for Finance Committee to discuss; Finance Committee recommendations have been received, main council for discussion in November meeting; deferred until December meeting
Document Retention & Archive	To review documents to be retained, Archived or destroyed	07/10/2025	31/03/2025	Clerk/Full Council	In Progress	☐	A list of documents destroyed provided to Council, A list of documents to be archived to be given to Council in December

Maintennace of Assets							
Church street wall repairs	Awaiting reply from Shropshire Council	07/05/2025	31/03/2026	Clerk	In progress	☐	
War memorial maintenance/improvements/ Place Plan 977 (Neighbourhood)	Decide at PC Meeting on maintenance programme - receive quotes. Pushed to later meetings	07/05/2025	31/03/2026	Clerk	To action	☒	
Queen Elizabeth II (Bridge Inn Field)	Maintenance	03/06/2025	31/03/2026		To action	☐	
Village Hall - assistance with accessibility/Place Plan 983 (Neighbourhood)		07/05/2025	31/03/2026	Council	In progress	☐	Questionnaire done/03/06 - Council Agenda, add new village hall on the Place Plan; discussions with the church on land, received conveyance; meeting with the Village hall to discuss how they would wish to proceed
VAS signs	Obtain quotes for maintenance kit	07/05/2025	01/07/2025	Clerk	In progress	☐	Eight batteries have been purchased and registration completed to Sierzega to download data. When downloading requires a PIN Number, Kerry has emailed someone who may know the Pin number, Pin Numbers have been obtained
Asset Inspection Schedule	To inspect Council owned/responsibility for assets	01/07/2025	31/03/2026	Council/Clerk	Complete	☒	Inspections have been done, updated schedule on the Agenda in September
Lighting							
Streetlight energy costs	Chase Highline re annual costs	07/05/2025	01/07/2025	Clerk	Complete	☒	October meeting Agenda
Streetlights electrical tests	Tests due in 2025- booked for May 2025	07/05/2025	01/07/2025	Clerk/Highline	Complete	☒	Electrical testinf complete - In clerks Report September
Planning							
						☐	
Crime & Policing							
1st Quarter Priorities agreed		01/04/2025	07/05/2025	Council/Clerk	Complete	☒	Submitted
2nd Quarter Priorities agreed		01/07/2025	31/07/2025	Council/Clerk	Complete	☒	Submitted
3rd Quarter Priorities agreed		01/10/2025	31/10/2025	Council/Clerk	Complete	☒	Submitted
4th Quarter Priorities agreed		01/01/2026	31/01/2026	Council/Clerk	To action	☐	
Climate							
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