

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
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
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
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 are arranging to meet - awaiting confirmation of meeting date and any revisions to put to council
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
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							

30/09/2025

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
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	In Progress	☒	To add on October meeting
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	To action	☐	Budget drawn up by the Clerk for Finance Committee to discuss; once recommendations have been received it will be put to main council for discussion
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
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
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	To action	☒	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	To action	☐	October Meeting Agenda
4th Quarter Priorities agreed		01/01/2026	31/01/2026	Council/Clerk	To action	☐	
Climate							
						☐	