

Quorn Parish Council

Finance and General Purposes Committee – 17th June 2019

Outstanding Actions - Status Report

Item		Action
	Lock up rent review – item for the agenda July 2020 – carry forward	Carry forward
19/004	Old School VAT Report – Matter to be referred to the Grounds and Facilities Committee – in hand.	Carry forward
19/011	Agreed for this item to remain on the report. Clerk to organise refresher First Aider training – to be covered in forthcoming Training Needs Assessment.	Carry forward
19/011	Data Protection reminder to be placed on the bottom of all correspondence.	Carry forward
19/013	Cllr K Brown to prepare an item for the next edition of the Quorndon regarding costings for the Old School refurbishment – done.	Clear item
Last Meeting's Actions		
19/014	Finance Committee and HR Committee outstanding actions lists to be combined – done.	Clear item
19/015a	Statement of Account – new format – on the agenda.	Clear item
19/015b	Five Year Forecast – in hand.	Carry Forward
19/016b	Staff Handbook to be issued to all staff – in hand.	Carry forward
19/016c	Senior Administrative Officer Job Description – issued in Recruitment Pack.	Clear item
	Facilities Officer – Job Description – amended and issued in Recruitment Pack.	Clear item
19/016d	Staff Contracts – investigation to be undertaken about the purpose of the two individual contracts – on the agenda.	Clear item
	Admin Officer Job Description – remove reference to committee work and add Social Media duties – in hand.	Carry forward
	Groundskeeper Job Description – Add play equipment inspections, keeping of inventory of tools, and catch all clause as well as adding extra roles for other areas of the village – in hand.	Carry forward
19/017	Press and PR – Cllrs Chatburn, Jones and Thornborow to draft new policy for July meeting of Council – in hand.	Carry forward
	Councillors Surgeries – on the agenda.	Clear item
	Generic email policy – Working party to be arranged.	Carry forward