

Area	Task / Topic	RAG Status Green 0-3 months Amber 3-6 Red + 6 months	Progress Status	Updates / Action Needed	Meeting Agenda
Governance	AGAR submission	Green	Complete	June 25: AGAR signed and submitted to BDO electronically on 23/6. Responded to query regarding the large sum of general reserves (ear marked for car park).	
Governance	AGAR Publication	Green	Complete	AGAR documents, Notice For the Period For The Exercise of Public Rights (30th June - 8th August), Internal Auditors Report uploaded to website.	
Finance	WMVH: Overpayment	Green	In Progress	June 25: no further update. Waiting for clarification from WMVH Treasurer regarding invoice 1274. May 25: Two invoices are in dispute; these have been communicated back and relate to invoice 1247 (should be £72 and not £108). A new invoice has been received but the disputed amount paid. Will liaise with WMVH for a credit or carry over.	
Governance	Terms of Reference: Working Groups	Green	In Progress	June: Draft copy of Terms of Reference document created for working groups, circulated for feedback at the next Parish Council meeting.	July
Planning	Enforcement case updates: Include in Agenda	Green	In Progress	June: Review as a confidential list.	July
Website	News: Biodiversity Meeting	Green	Complete	June: Invitation to come along to the Biodiversity kick-off meeting to be held on July 14th uploaded to website and post put out on social media. 2). Village Hall booked 6.30-8pm.	
Correspondence	Banner request for 2026	Green	Complete	Music Festival Banner booked for 1-14th September.	July
Community	Thermal Imaging Camera: loan	Green	In Progress	Contacted Oswlebury. Available to collect. C	
Village Maintenance	Tree On The Croos: Survey and options appraisal	Amber	In Progress	June: Enquiry sent to 3 tree surgeons. Two quotes received and submitted. TPO in place – options limited.	July
Village Maintenance	Bi-annual Maintenance: Strimming	Green	In Progress	June: Seating area and PC Noticeboard addressed by Cllr Silk. Paths and bi-annual strimming around playgrounds booked w/c 23rd June.	July
Legal	Land Registry: application Status	Red	In Progress	June 25: Chaser email sent as application status unclear, so issue remains unresolved (Bramsdon & Childs Solicitors). No response as 5/07/25.	
Recreation Ground	Signage: access sign to recreation ground missing	Green	Complete	June: Sign with emergency contact numbers erected on access gate	

Finance	Budget: create in Scribe	Green	In Progress	June 25: Current XLS budget (cost codes) is in more granular detail then the Cost Codes in Scribe. Locum Clerk advised not to crete make notes Seeking advice whether new cost codes should be created to provide same level of information.	
Governance	Trust: Recreation Ground: 301982	Amber	In Progress	June 25: Charity Commission contacted 25th June, to change the current trustee, where there are no access rights to use the charity portal.	
Working Groups	Flood Action: Weir, Culverts, Drains, Bridges	Green	In Progress	June 25: Email sent to Hampshire Highways (ref 7177260) and the Environment Agency regarding ongoing concerns raised as a result of the Hydrox report and input by the Flood Risk Group. Response received from EA and circulated. Awaiting response from Hampshire Highways. Email sent 20/6/25	July
Legal/Property	Legal Advice: Sports Club & Village Hall	Green	Not Started	Contact NALC for legal advice for switch to CIO status.	
Village Mainteannce	Reporting Lack of Litter Bins: Layby Caffeine & Machine	Green	Complete	June 25: Bins ordered, awaiting delivery. HCC approval now required for locations—request being sent. Install to follow once approved. Site visit planned next week re: oil containers. Veolia instructed, but removal may take several weeks.	
Community	Recreation Ground Use Agreement	Green	Complete	June 25: Received signed copy of recreation ground agreement from Fitness First.	
Finance	Asset Disposal - Old Gym - Pending Decision	Green	In Progress	June 25: Sunshine Gym (supplier) contacted, who advise they do not take back used items as generally in disrepair. HALC advised: Disposal of old equipment. I don't think you have any other option, I would scrap the equipment, and then wipe them off your asset register. I am sure there is a local metal scrap merchant that would take the equipment away. <b>Decision for next meeting.</b>	July
External Organisations	SDNP: Partnership Management Plan Consultation meeting	Green	In Progress	July 25: An initial meeting was held (1 July), attended by two councillors. A link to the survey (to be completed before August 1st) background information, and a recording of the meeting have been circulated for reference.	July
Finance	HMRC: TAX/NI PAYE	Green	In Progress	June 25: Tax/NI has been linked to my business profile. Now addressed and linked correct to WMPC. Clerk will refund the payments back to the council, as soon as they are processed.	July
Projects	Woodlands Entry Signs: Confirmation of location	Red	In Progress	July 25: Chasing HH for confirmation. June 25: Emailed HH, no response. May 25: I have been pursuing the necessary approval for site locations from HCC and Woodlands Community before placing the order with JK Engineering.	

Projects	Woodlands FingerPost Signs	Red	In Progress	June 25: Awaiting update from the contractor about timescales. Delayed due to the restructure at HCC. HCC Traffic Dept. will be in touch when more information is available (last response 6th June).	