

## Great and Little Hampden Parish Council

## Matters Arising Action Tracker (live tasks)

Last updated/saved 30 November 2025 09:34

Minute reference	Subject/details	Due Date	Responsibility	Update
21/0054 (c)	<b>Parish Computer</b> It would AGREED the Clerk would investigate replacement options and make a proposal to the next Council meeting.			
22/0021 (c)	<b>Asset register</b> It was AGREED that during this financial year we would carry out a physical audit of the Assets include taking photographs of the Assets and including them in the register.	30 Aug 2022	Chair/Clerk	
24/0066 (e)	<b>Bleed kits</b> The information produced by the Clerk, and placed on the Council website, was considered. After discussion, it was unanimously RESOLVED to purchase 'bleed kits' for each defibrillator location.			
25/0003 (d)	<b>To CONSIDER and APPROVE 'in principle' a grant toward a predicted £2,500 for groundworks around the Memorial Hall</b> In view of the fact that the Council holds CIL monies it was prepared to fund, in principle, this project to 100%. The Council will require two quotes and a full scheme of works. It was agreed that the Village Hall committee would pay for the works and the Parish Council would pay the funds in to the Village Hall committee bank account.			Oct 2025 – rolling agenda item 30 Nov 2025 – on the agenda for 8 Dec 2025
25/0003 (e)	<b>To CONSIDER and APPROVE 'in principle' a grant toward a predicted £5,000 for an audio system, hearing loop, projector and retractable screen in the Memorial Hall</b> In view of the size of the single investment the Council agreed, in principal, to part fund this project to 75%. The Council will require two quotes and a full scheme of works. It was agreed that the Village Hall committee			Oct 2025 – rolling agenda item 30 Nov 2025 – on the agenda for 8 Dec 2025

**Notes:**

Minute reference highlight in yellow – recommendation to move to completed list at the next Parish Council meeting

Greyed out text = item completed

Green text = current update position

Blue text = future action required

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	would pay for the works and the Parish Council would pay the funds in to the Village Hall committee bank account.			
25/0034 (a) (ii)	<b>Cricket Club Grant publicity</b> Councillor Stanley agreed to consider, with the Cricket Club, how best to publicise this grant.	15 Sept 2025	HS	Will be in the Paish magazine. 30 Nov 2025 – article has been in the village magazine
25/0041 (d)	<b>New Assertion 10</b> It was unanimously AGREED to adopt the items suggested in the proposal. It was noted that further training should be undertaken and that the Council needed to write and adopt an IT policy. Councillor Butler agreed to assist with the writing of the IT policy.	31 Dec 2025	KB	
25/0042 (d)	<b>Broken bench on Common</b> The Parish Council was grateful for the offer by a local family to replace the bench. It was unanimously AGREED that the replacement should match the benches obtained during the COVID pandemic. The Chair agreed to share the details so the Clerk could forward them on to the family.	ASAP	Clerk	26 Sept 2025 – Clerk email to family 27 Sept 2025 – Response from family “I will share this news with the family and then get back to you on the matter” 30 Nov 2025 – no further response from the family
25/0045 (d)	Councillor Co-option The Clerk was instructed to process the relevant forms and look into possible induction training dates.	ASAP	Clerk	30 Nov 2025 – forms processed. Need a photo for the website and need to agree a training plan
25/0047 (c)	Purchase of the most up to date version of Charles Arnold Baker (14th edition).	ASAP	Clerk and Cllr Ramsey	30 Nov 2025 – ordered, awaiting delivery (and arguing about the price)

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