

## OUTSTANDING ACTION POINTS FROM PSECC MEETINGS

MINUTE	DATE	TASK	ACTION BY	DUE DATE	NOTES	STATUS
116	Sep-24	Bus Service - Post revised timetable	Armitage		Updated on website	Completed
124	Sep-24	Church Wall pointing - Quotation req'd for repairs	Meir / Clerk		Top section and areas around Lychgate completed but bottom sections outstanding. Darren to approach Manley Construction regarding ongoing work identified by contractor. Clerk to seek heritage grants	In progress
223	Mar-25	Add First Aid Training to Training Plan	Clerk		Waiting for plans from WG to be submitted	In progress
142	Oct-24	Draft Flood Plan to be shared with VoG	Armitage		Action plan sent to VOG but PSECC agreed that no formal plan will be published	Completed
162	Nov-24	Minutes of all 2024-25 meetings to be signed	Phillips	ASAP	Minutes given to Chair on 19.5.25. Signed copy to be given to Clerk	Completed
165	Nov-24	Plan Appl 2024/00618/8FUL - Maes Y Crydd, Pont Sam Lane	Clerk		EM Planning Dept to say neighbour didn't receive notice of revised planning	Completed
172	Nov-24	Hydraulics to gate still problematic	Meir / Clerk		Hinge to be ordered by clerk - Darren to send order details to Clerk	In progress
185	Jan-25	MUGA path improvement to reduce mud	Phillips / Clerk		One quote obtained. Agreed on 9.6.25 to try trial solution near gate	In progress
175	Nov-24	TaSC partnership agreement for MUGA	Drysdale	URGENT	Letter to be sent by Clerk	In progress
186	Jan-25	Community Liaison committee remote meetings - attendance	Clerk		Amy Redman will send links and dates to Clerk	In progress
192	Jan-25	Footpath Ayl Y Bryn flooding issues	Drysdale	URGENT		Completed
192	Jan-25	Assets and Risks - Quote recd - roiling maintenance plan	Phillips		Plan to be agreed with Finance WG	In progress
202	Feb-25	Obtain information on domain costs, charges and services from Orbits	Clerk		Awaiting new IT Support Contract Details from Orbits	In progress
206	Feb-25	Purchase "Adults not permitted on play equipment" for MUGA	Firth	May	Order placed on 3.5.25	In progress
25/013	Apr-25	Produce Bollard Maintenance Plan	Potter		Plan to be agreed with Finance WG	In Progress
25/013	Apr-25	Set up mini project to consider adopting area around bollards	Potter		Need to prove "unfettered use"	In Progress
25/013	Apr-25	Buy 2 planters from Facebook	Phillips	ASAP	Already sold	Dropped
25/014	Apr-25	Issue draft Annual Report to relevant Councillors	Phillips	June		Completed
25/020	AGM	Upload Chairman's Declaration of Acceptance of Office to website	Clerk	June	Loaded onto AGM page on PSECC Website	Completed
25/026	AGM	Issue rota of which Cllrs due to attend VOG CLC Meetings	Clerk		Waiting for schedule of meetings to be sent	In progress
25/028	AGM	Review Standing Orders Governance Document	Clerk / Potter	July	To be approved at meeting on 14.7.25. Draft document sent by Clerk on 1.6.25	In progress
25/028	AGM	Review Financial Regulations Governance Document	Clerk / Drysdale	June	Document approved at meeting on 9.6.25	Completed
25/028	AGM	Review Publication Scheme Governance Document	Clerk	July	Clerk to check for duplication of documents as not sure this is required	In progress
25/028	AGM	Review Code of Conduct Governance Document	Clerk	June	Document approved at meeting on 9.6.25	Completed
25/028	AGM	Review Financial & Business Risk Assessment Governance Document	Clerk / All	July	Document to be updated to include Councillors comments - 9.6.25	In progress
25/029	AGM	Review Fixed Asset Register	Clerk	July	Document to be approved at FG Committee meeting on 10.7.25	In progress
25/032	AGM	Appoint new Internal Auditor	Clerk	July	DC unable to locate local accountants. Clerk to contact OVW & Radyr CC Accountant	In progress
25/033	AGM	Agree statutory Annual Return	Clerk	June	Document approved at meeting on 9.6.25	Completed
25/034	AGM	Submit individual statutory Training Plan to Clerk	All Councillors	July	Document to be approved at July Council meeting	Not due
25/039	May-25	Michael Morgan to send link to VOG Scrutiny Committee Structure	Cllr Morgan	July	Chased by Clerk on 8.6.25	In progress
25/039	May-25	Michael Morgan to send Cllr Firth contact details of all VOG Councillors	Cllr Morgan	July	Chased by Clerk on 8.6.25	In progress
25/040	May-25	Cllr Phillips to send details of first aid course to Cllr Drysdale	Phillips	June	Email sent 03.06.25	Completed
25/040	May-25	Cllr Drysdale to contact Peterston Connect about hosting first aid course	Drysdale / Firth	July	Shan to include article about first aid/defibrillator training in Parish Magazine to see how much interest there is locally	In progress
25/046	May-25	Cllr Drysdale to obtain quote for defibrillator from Calon Hearts	Drysdale	July	As comparison of cost in relation to "non-grant" cost. Submitted	In progress
25/046	May-25	Distribute Minutes of Finance WG Meeting to all Councillors	Firth	June		Completed
25/046	May-25	Include TASC Partnership Agreement as Agenda Item for October Meeting	Clerk	October	To review progress and agree alternative action if required	Not due
25/046	May-25	Send CCTV company details to Cllr Drysdale	Armitage	June		Completed
25/046	May-25	Ask Gareth Scott at VOG for CCTV Company recommendations	Clerk	June	EM sent to Gareth on 31.5.25. Company details sent to Cllr Drysdale on 2.6.25	Completed
25/046	May-25	Distribute updated Annual Report & Biodiversity Report to all councillors	Phillips	June	Email sent 03.06.25	Completed
25/046	May-25	Contact resident with update about riverside clearance	Potter / Clerk	July	Plan of action in place and will be distributed. Agenda item next meeting	In progress

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25/046	May-25	Contact Peterston Connect for risk assessment for Balsam Bashing Event	Clerk	July		In progress
25/046	May-25	Contact Peterston Connect for risk assessment for Balsam Bashing Event	Drysdale	July	Local companies contacted for quotes	In Progress
25/046	May-25	Approach school to see if they would like an allotment	Cross		To be raised at next Governors Meeting	In progress
25/046	May-25	Write Parish Magazine article about free allotment plots for local groups	Firth	July	Will be done again for June	Completed
25/048	May-25	Set up mechanism for recording community events risk assessments	Clerk	July	To meet Zurich Insurance public liability requirements. Waiting for Zurich insurance	In Progress
25/048	May-25	Contact Zurich Insurance to ensure it covers specifics of CPC	Clerk	July	Email chaser sent on 24.5.25	In Progress
25/048	May-25	Inform Scouts of grant application and check disability access & invite to clear allotments	Clerk	July	Email sent on 30.5.25	In Progress
25/048	May-25	Clerk to upload "PSECC Expenses Payments 2025" to website	Clerk	July	Document uploaded by Cllr Drysdale. Summary table o/s	In Progress