

	Date	Minute Reference	Resolution/Action to carry out	Proposer	Seconder	Vote	Abstention	Cost	Cost Code	Officer Leading	Councillor Leading	Action	Progress	Completed / Date
Full Council	27.08.24	FC 065E	Accept SBC '23 S106 Receipts £8,557.63	Richard Hailstone	Paul Park	Unanimous	None	£3,395.45 £5,162.18	Play Facilities Open Spaces	JS	Richard Hailstone	JS to inform SBC of receipt. Set up EMRs	Request sent to S Screen 10.09.24 Chased SBC 13.11.24	Awaiting SBC confirmation
Full Council	27.08.24	FC 065F	Publish AGAR conclusion	N/A	N/A	N/A	N/A	N/A	N/A	JS	N/A	Publish AGAR Conclusion	Complete pre meeting	23/08/24
Full Council	27.08.24	FC 065G	Circulate CCLA Bank Mandate	N/A	N/A	N/A	N/A	N/A	N/A	JS	N/A	Circulate CCLA Mandate	Printed for F&P 17.09.24	20.09.24
Full Council	27.08.24	FC 066A	Parking Ban Locations to Cllr S Adamcova	N/A	N/A	N/A	N/A	N/A	N/A	GMD/JM	Adam John	Cllrs to directly email Cllr Adamcova	None received.	16/09/2024
Full Council	27.08.24	FC 066B	20mph Traffic Calming Public Consultations to commence	N/A	N/A	N/A	N/A	N/A	N/A	GMD/JM	Adam John	To progress with P&H Committee in September	Wards to be invited to 24.09.24 P&H meeting	Sep-24
Full Council	27.08.24	FC 066C	Cold Harbour Junction	Vinay Manro	Junab Ali	Unanimous	N/A	N/A	N/A	GMD/JM	John Fuller	GMD/JM to write letter to lobby Ward Cllrs / MP North on behalf of HWPC	Letter Written with GMD to authorise 4/09/24	06/09/2024
Full Council	27.08.24	FC 067A	Weston Super Mare Coach Trip - Driver Thank You	N/A	N/A	N/A	N/A	N/A	N/A	LC/SP	N/A	Thank You Card to Bus Driver	Card hand delivered	04/09/2024
Full Council	27.08.24	FC 067B	Future provision of Memory Café	N/A	N/A	N/A	N/A	N/A	N/A	LC/JN	Rebecca Ross	To review future of Memory Café capacity etc in Feb 25		Feb-25
Full Council	27.08.24	FC 067C	NALC Star Council Award Nomination	N/A	N/A	N/A	N/A	N/A	N/A	LC	Rebecca Ross	To provide content and final nomination for award scheme by 7th September	GMD completed and submitted 6th September	06/09/2024
Full Council	27.08.24	FC 068	Give GMF WP Delegated Authority to agree PV/Solar Panel infrastructure & report at Sept FC	Roy Worman	Junab Ali	Unanimous	None	c.£40k tbc	GMF	GMD	Vinay Manro	Report final PV/Solar Infrastructure at Sept FC	WP confirming choice 16/09/24	16/09/2024
Full Council	27.08.24	FC 070	Thames Avenue Tree Issue Case Closed	N/A	N/A	N/A	N/A	N/A	N/A	LC/DH	Richard Hailstone	Email to resident confirming case is closed and to pursue with SBC	DH sent	Oct-24
Full Council	27.08.24	FC 071	To extend temporary contracts x 2 until 31.03.25. To extend hire of Mini Tractor & Flail until December 24	John Jackson	Paul Park	Unanimous	None	£31,824.28 £4,200.00	4000/307 & 328 4522/307	LC/DH (AN)	Richard Hailstone	Extend contracts & hire	AN tractor extended GMD/LC Seasonals extended	28/09/2024
Full Council	27.08.24	FC 072	Award IT Support Maintenance Contract to Microshade. Terminate existing contractor on a rolling month's notice	Junab Ali	Steve Heyes	Unanimous	None	£6,370.62	4024/101	JS	Vinay Manro	To terminate existing supplier and award new Microshade supplier	Microshade to confirmed start contract frm 01.10.24	20.09.24
Full Council	27.08.24	FC 074	Tadpole Field Legal instruction confirmed	Adam John	John Jackson	Agreed	2 Abstentions (RH & JF)	£500.00	EMR Legal Fees	GMD	Vinay Manro	To instruct Wellers Hedley to commence initial legal negotiations	GMD done	03.09.24
Full Council	27.08.24	FC 076C	Budget for Creative Cloud Suite allocated to member of staff	N/A	N/A	N/A	N/A	£785.00	401 / 4400 4401	JS	Vinay Manro	To pay software licence for staff member	To be purchased via credit card at end of Oct 24	31.10.24
Full Council	24.09.24	FC 082	20mph initiative	N/A	N/A	N/A	N/A	N/A	N/A	JM	Adam John	HWPC to set up a meeting to start working together on this initiative	Meeting took place after FC - Adamcova set up petition online. SBC deadline 31.10	31.10.24
Full Council	24.09.24	FC 083	The grass at the top of Thames Avenue road joining Whitworth Road still remains uncut	N/A	N/A	N/A	N/A	N/A	N/A	DH	Vinay Manro	Request to head of POST to have these works done asap	Request logged 24.09.2024. Completed 23.10	23.10.24
Full Council	24.09.24	FC 086	HWPC to establish when traffic surveys are taking place with regard to the 20mph initiative	N/A	N/A	N/A	N/A	N/A	N/A	JM	Adam John	AJ to liaise with SBC when the traffic surveys are scheduled	Meeting took place after FC - Adamcova set up petition online. SBC deadline 31.10	31.10.24
Full Council	24.09.24	FC 088	All policies were agreed together, social media, Freedom of Information and Play Area Inspection Policy	Ellen Baker-Walker	Richard Hailstone	Agreed	Unanimous	N/A	N/A	GMD	Vinay Manro	All policies to be updated and shared on the HWPC website.	Complete	Oct-24
FC	22.10.24	FC 101	Grass cutting at the corner of Whitworth Road remains uncut, Chair to establish when this will be dealt with.	N/A	N/A	N/A	N/A	N/A	N/A	VM	Vinay Manro	Chair to check the status of these works and report back to Chief Officer	Complete	Oct-24
FC	22.10.24	FC 102	Remembrance Sunday arrangements agreed	N/A	N/A	N/A	N/A	N/A	N/A	GMD	Vinay Manro	Chief officer to inform the Mayor's secretary of the HWPC representatives	Complete	25.10.24
FC	22.10.24	FC 103	Delays to GMF project and working party to take place asap	N/A	N/A	N/A	N/A	N/A	N/A	GMD	Vinay Manro	Chief Officer to arrange a GMF WP meeting within the next week to discuss the impact of delays to the 3-phase installation.	Complete - held meeting 28.10.24. Project in progress.	
FC	22.10.24	FC 104A	Hold Summer Extravaganza at Trent Road on 16th August 2025	Rebecca Ross	Ellen Baker-Walker	Agreed	Unanimous	N/A	N/A	LM	Vinay Manro	Trent Road location for Summer Event	Commence project plan. In progress	
FC	22.10.24	FC 104C	Virement of £1103.20 to fund £603.20 Tuesday Art Group's application and £500.00 to Swindon Big Knit	Paul Park	Ayo Jimmy	Agreed	Unanimous	£1,103.20	Vire from 4629/402 (RL&I) to 4209/402	JS	Vinay Manro	Virement	Completed	20.11.24
FC	22.10.24	FC 104D	Virement of £499.00 to fund Torn Curtain's application.	Paul Park	Ayo Jimmy	Agreed	Unanimous	£499.00	Vire from (Youth) to 4209/402	JS	Vinay Manro	Virement	Completed	20.11.24
FC	22.10.24	FC 105	Scouts Christmas Postbox	Paul Park	Rebecca Ross	Agreed	Unanimous	N/A	N/A	LC	Paul Park	Host a Post Box at the Parish Council offices. There will be minimal staff involvement other than taking the payment using a separate cash box		
FC	22.10.24	FC 109	Update on legal matters in relation to Railway	N/A	N/A	N/A	N/A	N/A	N/A	GMD	Vinay Manro	Chief Officer to share the update with the railway and hold a working party meeting.	Working Party held 19.11.24. Project ongoing	
FC	22.10.24	FC 110A	Adopt a Stepping Up & Additional Duties Policy Deputy POS Mgrs to Step Up from 21.10.24 Chief Officer to back fill to retain service delivery	Roy Worman	Junab Ali	Agreed	Unanimous	£2,518.94 +	Existing 307 4000	GMD	Vinay Manro	Adopt Policy, update website, allocate funds for stepping up, back fill positions for service delivery	Add to website. Back filled with Seasonal.	20.11.24

Red - not started
Amber - in progress
Green - completed

Actions arising from previous Council meetings

FC	22.10.24	FC 110B	NJC Cost of Living Increase Payment	Roy Worman	Junab Ali	Agreed	Unanimous		4000 all salary budgets	GMD	Vinay Manro	Pay the COL pay offer of £1,2900.00 ahead of national agreement with caveat if it differs - pay adjusted	Back pay in November to date.	18.11.24
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