

	Action	Start date	Meeting	Target completion	Notes	Date Completed
1	Qty financial report 31.12.21	01.01.21	Jan 2021 EM	Jan 2021		20.01.21
2	Budget and precept demand 20.21	01.01.21	Jan 2020 EM	Jan 2021		22.01.21
3	vat reclaim Oct – Dec 21	01.01.21	N/A	Jan 2021		Jan 21
4	Annual Review of standing orders & direct debits	01.01.2021	03.02.21	Feb 2021		04.02.21
5	Annual risk assessment review	01.01.21	06.02.21	Feb 2021		06.01.21
6	Grass cutting charges notified to contractor		N/A	Mar 2021		March 2021
7	Grass cutting SLA charges list to DC		N/A	Mar 2021		March 2021
8	Appoint internal auditor		03.03.21	Mar 2021		03.03.21
9	March qty newsletter		03.03.21	Mar 2021		03.03.21
10	Annual Review of allotment lease			April 2021		
11	Annual Review of car park use			April 2021		
12	Hub garden works			April 21 bin store	Rear works complete rear pending bin store & front	
13	vat reclaim Jan – Mar 21		n/a	April 2021		
14	Review of fidelity guarantee		07.04.21	April 2021		
15	Annual Members update register of interests / gifts		07.04.21	April 2021		
16	Y/E repots to DC pension fund			Apr 2021		
17	Qty financial report 31.03.21		April 2021			

18	Appoint annual play area inspection co		n/a	April 2021		
19	Invitations & publicity for ATM				On hold pending re-opening	
20	Signature of working together doc			May 2021		
21	Hub extension			May 2021	Pending initial architect schemes	
22	Finance Y/E report and account to internal auditor			May 2021		
23	GDPR Compliance update			May 2021		
24	Street clng SLA bill to DC			May 2021		
25	Annual PC meeting			May 2021		
26	Host ATM			May 2021	On hold pending re-opening	
27	Corn Store lease bill			June 2021		
28	Update Wild flower planting SOPS & risk assessment			June 2021		
29	Review of Hub lone working policy & R/A		June 2021	Prov June 2021	On hold pending re-opening	
30	Quarterly hub user group mtg & actions		June 2021	Prov June 2021	On hold pending re-opening	
31	Hub letting charges review		June 2021	Prov June 2021	On hold pending re-opening	
32	Complete the Phone box project		June 2021	Prov June 2021	On hold pending re-opening	
34	Jarvis field 5 yr plan		June 2021	Prov June 2021	On hold pending re-opening	
35	3 year insurance review	Mar 2021	June 2021	June 2021		
36	June qty Newsletter			June 2021		
37	Qty financial report		June 2021	July 2021		
38	vat reclaim Apr – June 21		n/a	July 2021		
39	Accounts report to external auditor			July 2021		

40	Ensure Scouts R/ A & insurance of bonfire celebrations			July 2021	On hold pending re-opening	
41	TRO application remembrance Sunday			July 2021		
42	TRO application Christmas events			Aug 2021		
43	Defibrillator community training				On hold pending re-opening	
44	Annual Hub deep clean			Aug 2021		
45	Fire training			Sept 2021	On hold pending re-opening	
46	Quarterly hub user group mtg & actions			Sept 2021	On hold pending re-opening	
47	Annual inventory inspection	Aug 2021	Sept 2021	Sept 2021		
48	Sept qty newsletter			Sept 2021		
49	Hub annual alarm service			Sept 2021		
45	tree works ref report		n/a	Sept 2021		
50	vat reclaim July – Sept 21		n/a	Oct 2021		
52	Qty financial report 31.09.21		Oct 2021	Oct 2021		
53	Quarterly hub user group mtg & actions			Sept 2021	On hold pending re-opening	
54	2022.23 budget draft			Dec 2021		
55	Dec qty newsletter			Dec 2021		
56	Hub annual auto door service			Dec 2021		
57	Town emergency plan					
58	The Ring enhancement project					
59	Street Scene improvement project					