

### Winterton-on-Sea Parish Council Meetings' Action Log

Meeting		Action	Actioneé	Due Date	Status
07-06-2023	F1	Change budget codes on Scribe to reflect 'Recreation Ground'	Cllr. D Clegg	ASAP	Opened
07-06-2023	F2	Beach Cleaning on next full council meeting agenda	Cllr. M. Carr	End June	Opened
07-06-2023	F3	Investigate possibility of two administrators on the bank mandate?	Cllr. D Clegg	ASAP	Opened
07-06-2023	F4	Record/report regular payments as per Financial Regulations 5.6 & 5.7	Cllr. M. Carr	Immed.	Opened
07-06-2023	F5	Review all regular payments and suppliers for terms & conditions and charges	Cllr. D Clegg	Nxt Mtg	Opened
07-06-2023	F6	Establish digital access list and store in secure place	Cllr. M. Carr	Nxt Mtg	Opened
07-06-2023	F7	Investigate opening a savings account with a different bank	Cllr. D Clegg	ASAP	Opened
07-06-2023	F8	Determine what bank cards Unity Bank offers Establish procedure to manage a debit card	Cllr. D. Clegg & Cllr M. Carr	ASAP	Opened
07-06-2023	F9	Expense claim form & possible use of purchase order type forms	Cllr. D. Clegg & Cllr M. Carr	Nxt Mtg	Opened
07-06-2023	F10	Complete VAT return	Cllr. D. Clegg & Cllr M. Carr	ASAP	Opened
07-06-2023	F11	Discuss location of extra bins with beach car park.	Cllr. N. Coe	ASAP	Opened
07-06-2023	F12	Investigate purchase and management of additional bins	Cllr. D Clegg	ASAP	Opened