

Melton Parish Council - Actions Taken on Matters Arising from Meetings of the Full Council**MPC(13)P71**

<i>Committee</i>	<i>Minute</i>	<i>Description</i>	<i>Action Taken</i>	<i>Completed</i>	<i>Date</i>
FULL	14/03/2013 13.33	Clerk delegated to update online register for councillors	Obtain logon details from SCDC	Y	21/03/2013
FULL	14/03/2013 13.35.01	Circulate SNT report when received	Update website & email to councillors	Y	21/03/2013
FULL	14/03/2013 13.38	Send lighting divestment correspondence to GKB	Emailed	Y	21/03/2013
FULL	14/03/2013 13.43	Bi Monthly Meeting - update schedules	Schedules updated	Y	21/03/2013
FULL	09/05/2013 13.38.01	Advise SNT of emergency contact number.	Email to PCSO M Smith	Y	21/05/2013
FULL	09/05/2013 13.41	Issue revised TOF for committees to Councillors for 'Regulations, Policies and Protocols Folder'	Email to Councillors & on Website	Y	21/05/2013
FULL	09/05/2013 13.43.02	Issue revised Meeting Dates to Councillors for 'Regulations, Policies and Protocols Folder'	Email to Councillors & on Website	Y	21/05/2013

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FULL	09/05/2013 13.43.03	Issue revised Budget to Councillors for 'Regulations, Policies and Protocols Folder'		Y	21/05/2013
FULL	09/05/2013 13.47	Send annual return to BDO	Return Posted	y	21/05/2013
FULL	09/05/2013 13.54.02	Copy all recent TPO documents to Chairman & Vice Chairman of Recreation Committee	TPOs copied and will be provided in future	Y	21/05/2013
FULL	09/05/2013 13.54.03	Issue copies of PLA(13)P04 when available	Issued by email	Y	21/05/2013
FULL	09/05/2013 13.55.06	Issue confidential report to Councillors only	Issued by email	Y	21/05/2013
FULL	09/05/2013 13.59	Fix problems with mobile phone and reinstate rota	Fixed - Cllr Martin has taken it for May - rota for June onwards in minutes	Y	21/05/2013