

FINANCE COMMITTEE – OUTSTANDING ACTIONS – PUBLIC MINUTES

Item	Minute	Action and target for completion	Department responsible	Progress update
1.	<u>25 June 2014, Item 4</u> Outstanding Actions from Previous Meetings	A standard format to be developed for Outstanding Actions Reports. (Deadline: format to be agreed by September Committee meeting)	Town Clerk's	Committee & Members Services Officers meeting in July to discuss and develop a standard format for Outstanding Action reports.
2.	<u>25 June 2014, Item 5</u> Finance Grants Sub-Committee Minutes	The Member's query on the draft minutes of the Finance Grants Sub-Committee to be discussed with the Clerk of the Sub-Committee. (Deadline: minutes to be confirmed Finance Grants Sub-Committee in November 2014)	Town Clerk's	
3.	<u>27 May, Item 12</u> Chamberlain's Business Plan 2014-15	The Chamberlain explained that a mid-year review report on the Business Plan for 2014-15 would be submitted to the Committee (Deadline: mid-year report to be provided to November 2014 Committee meeting)	Chamberlain's	Item has been added to the agenda for November 2014.