DARNHALL PARISH COUNCIL
ACTION LOG - MEETING HELD 22 SEPTEMBER 2026

Review point: Parish Council meeting on 17 November 2026 at 6.00pm, Darnhall Village Hall.

Ref.	Minute / subject	Action required	Lead / owner	Target date	Status	Update / evidence
1	4 - Village Hall lease	Request a copy of the Village Hall lease from Mellor Speakman in advance of the November meeting.	Clerk	Before 17 Nov 2026	Outstanding	Mellor Speakman is due to attend on 17 Nov 2026.
2	4 - Utilities / Calor	Check the current position regarding the Calor supply or contract and report back.	Clerk	17 Nov 2026	Outstanding	EDF electricity contract reported as agreed.
3	4 - Website access	Share the website booking-calendar login details with the Clerk.	Caretaker / website administrator	As soon as possible	Outstanding	Access can be extended to authorised users.
4	4 - Regular bookings	Check how regular bookings will be handled and prepare a user guide.	Web provider	17 Nov 2026	Outstanding	Manual bookings can currently be added.
5	4 - Terms of hire	Send the Village Hall terms of hire to the web provider for inclusion in the booking process.	Clerk	As soon as possible	Outstanding	Required for the online booking arrangements.
6	4 - Online payments	Contact the web developer and obtain a quotation for a booking system that includes payments.	Clerk	17 Nov 2026	Outstanding	Current website booking system does not take payments.
7	4 - Benchmarking	Contact other village halls to establish how they manage bookings and payments.	Clerk	17 Nov 2026	Outstanding	Findings to inform the proposed new system.
8	4 - Booking page	Arrange for suitable photographs to be added to the booking page.	Clerk / web provider	17 Nov 2026	Outstanding	Requested by Members.
9	4 - Septic tank foul pipe	Follow up firms and obtain estimates for work to the main foul pipe serving the septic tank.	Clerk	17 Nov 2026	In progress	Council was awaiting responses.
10	4 - Alarm company	Confirm the alarm company representative's attendance at the November meeting.	Clerk	Before 17 Nov 2026	In progress	Alarm company had been asked to attend.

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11	4 - Heating system	Progress the Village Hall heating-system work and provide an update.	Clerk / Council	17 Nov 2026	In progress	Recorded as in progress.
12	4 - Caretaker debit card	Apply for a debit card for the Caretaker, limited to £100 per month, with all transactions pre-approved by the Clerk or a Finance Committee Member.	Clerk	17 Nov 2026	Outstanding	Control arrangements agreed by Council.
13	4 - Defibrillator	Monitor delivery and installation of the new defibrillator parts and confirm completion.	Clerk / nominated Member	17 Nov 2026	In progress	New parts had been ordered.
14	7.2 - Internal audit 2025/26	Place the 2025/26 internal audit report on the agenda and present it at the next meeting.	Clerk	17 Nov 2026	Outstanding	Deferred to the next meeting.
15	11 - Beauty Bank parking	Complete the arranged site visit and report findings or proposed action to Council.	Council representatives / Clerk	17 Nov 2026	In progress	Site visit arranged.
16	11 - Cancelled booking	Return the booking fee to the user who cancelled an event in September 2026.	Clerk	As soon as possible	Outstanding	Refund agreed by Council.