Log ID	Description/Detail	Who?	Action(s)	Action Status	Action Due	Date Action Closed	Progress
1	Condition of wet poor surface on Minden Place.	ST	1. Get approval to release to Capital to replace the entire surface. 2. Obtain quotes for work. 3. Agree the timescales for completion.	**In Progress**			WLDC Management team to consider a report to release the funds on 10 January 2022.
2	Legal	ST/HR/HRC	1. HRC use Pepperdills as legal support - Shay needs authority from HRC to proceed. 2. Land Registry documents obtained and will need amending for handover to the Parish Council. 3. Shay to speak to Legal services (Lincolnshire shared services) about what actions needs to be undertaken to transfer ownership. 4. Funding put aside from the Communities at Risk fund to fund Parish Council legal costs.	**In Progress**			
3	HRC due diligence before handover	ST	1. Check the nuts and bolts before handover.	Planned			
4	Signage	HR	1. Seek advice from Anna Grieves about signage required.	Planned			
5	Parish Council actions	HR	1. Clerk to inform insurance company of new assets and report back on any change to cost.	Planned			
		HR/GP	2. Seek quotes for new green space contract to	Planned			
			3. Add the two play park sites to the annual ROSPA inspection.	Planned			
			4. Set out schedue of visual inspections for the Village Facilities Inspector.	Planned			
			5. Village Facilities Inspector and any Members of the Parish Council to have a walk round with Shay prior to handover.	Planned			
			6. Establish procedures for identifying, making any repairs and managing the equipment until the repair is fixed.	Planned			
			7. Identify any training.	Planned			
6	Launch event	HCPC	To consider publicity and a launch when play parks are handed over.	Planned			
	Two risks identified risk register to be a separate document						
	1. Risk of not achieving actions 1 and 2 by the end of March.						