

Action Log – National Park Authority

ID	Meeting Date	Minute Ref	Action Required	By whom	Timescale	Progress
914	20/09/2023	3	Internal review of the Pay & Grading review to take place once completed.	JA	Post completion of P&G Review	
961	07/02/2024	7	A report regarding Investment properties/Authority's estate be presented to the Income Generation Group for discussion.	GM	Spring 2025	Following the last meeting of the group, officers have met and future meetings will be focussed on different topics, one of which will be Estates.
982	01/05/2024	9	To include quantitative measures in Development Management Plan (DMP)	JP		CEO of Visit Pembrokeshire has been reminded of the need for quantitative measures to be included – further meeting organised with Jame Parkin to discuss.
1004	24/07/2024	7	Accounts - To include statements regarding National Park Grant and Pay & Grading Risk.	CE	Before finalising accounts	Completed, accounts finalised.
1017	23/10/2024	12	Record Management and Retention Policy - To add a statement regarding the retention periods for financial documents.	MT	Before publication	Completed. Following statement added (there are some variations across financial documents so specifics is captured in retention schedule): There are specific requirements for financial and health and safety related records and these are set out in the Authority's retention schedule.

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1018	23/10/2024	8	To correct the typographical errors in the Welsh version of the public notice prior to its publication.	TJ/GL	Before publication	Completed.