

ACTIVE ACTION ITEMS

	Action	Who	Status
1.1	Arrange additional signatories on bank account.	Chair	6 Jun: Imogen has resubmitted Frankie's application and is waiting on details from Tom. The bank will contact them directly 1 Feb. In progress. Frankie to be added to signatories. 3 Jan: New
4.1	Follow up on accounts with Thomas	Treasurer	2 May: Treasurer to contacted remaining branches for accounts (blank if necessary) 12 Apr: New
4.3	Apply for bank cards from Unity Bank	Chair, Treasurer	6 Jun: Imogen has the forms for a corporate card for herself. She will only apply for her own card; others can apply once they are on the bank account. 2 May: Ongoing 12 Apr: New
4.4	Fundraising: investigate to organise raffle	Treasurer, P&C	2 May: Meeting to be arranged 12 Apr: New

4.6	Manage NEC candidate nominations process (post AGM)	Secretary	6 Jun: Election planned for June 2 May: Candidates contacted partially (elections start this week). Close 12 Apr: New
4.7	Prepare paper for EU-UK MPs on overseas voter issues	Chair	6 Jun: Paper to be addressed in time for delivery in September. 12 Apr: New
4.8	Check political party donation limit in UK.	Secretary	2 May: Check with treasurer on "in kind" rules. 14 Apr: Limit is confirmed as UKP 500. 12 Apr: New
6.1	Imogen will have a meeting with a group of MPs on Monday (8th June). She will raise the Winter Fuel Payment issue and ask for support on amendments.	Chair	6 June: New
6.2	The EC will review the voting system and consider whether to use a more anonymous/secure platform. A proposal may be brought to the EC or GC for a decision on a consistent system.	Secretary	7.1: Waiting the performance of the June and July votes to determine as part of survey 6 June: New
6.3	Treasurer to pay outstanding debts: - MailChimp monthly payment (June) - Reimburse previous Chair for personal payments made for LI	Treasurer	26 Jun New

ARCHIVE ACTION LIST

	Action	Who	Status history
9.3	Resolve Dropbox login access issue.	Neil & Bev	6/Dec: Andrew has been removed from the Dropbox account and the Secretary now has admin control via the secretary account. Agreed to close the item. 2/Nov: Progress was reported on gaining access to the Dropbox account currently owned by Andrew Hopper, which requires a transfer of ownership. Imogen now has access.
9.5	Contact the Labour Party to formally notify them of the accounts delay and the reason.	Bev	1/Mar: Accounts delivered. Action to be closed. 3/Jan: Chair to check with Treasurer. 6/Dec Treasurer will email the final accounts to HQ to allow this to be closed. 2/Nov: Bev was not available in the meeting. Imogen will

			check on the status after the meeting.
11.1	Organise the NPF vote in November.	Graham	30 Nov: Election is now concluded. Action will be closed.
11.2	Obtain an updated membership list from HQ.	Graham	6 Nov: Updated list now received. Membership count now 1, 348. Action will be closed.
12.1	Karen (Membership) will produce a list of members who have left and joined (using the monthly HQ membership lists) so Neil (Comms) can update Mailchimp more systematically	Membership	1 Feb: List now being produced. Closed. 3 Jan: In progress 6 Dec: New
12.2	The EC will raise again with HQ in January the difficulty of obtaining simple "new/leavers" lists and the desirability of a standard welcome letter to new members	Secretary / Membership	1 Feb: List now being produced. Closed 3 Jan: Meeting arrange with HQ for 28 Jan 6 Dec: New
12.3	Write to Labour HQ confirming acceptance of the offer and requesting next steps, including clarification on email/domain handling and analytics/traffic data.	Chair / Secretary	3 Jan: Offer accepted. Payment pending and migraton will happen ASAP after payment. 6 Dec: New
12.4	Circulate last year's LI CLP Development plan to EC members.	Chair	16 Apr: Closed as no longer needed 3 Jan: In progress; Dev plan to be sent to HQ in January. 6 Dec: New
12.5	Set up a Comms working group with an initial meeting in the first	Communications	1 Feb: First meeting held. Action closed

	weeks of December to include Comms, Chair/Vice-chair, Secretary.		3 Jan: Initial meeting held – actual WG requires review of pending tasksgrid. 6 Dec: New
12.6	Review the initial draft task grid and responsibility matrix.	Secretary	16 Apr: Closed as no longer needed 1 Feb: Transfer to Graham to circulate the proposed matrix. 3 Jan: In progress 6 Dec: New
12.7	Create structured folders in Dropbox for motions/policy.	Chair/Secretary	1 Feb: Completed. Action closed. 3 Jan: To be actioned as soon as access is established for Imogen 6 Dec: New
1.2	Add Imogen to Dropbox access list	Secretary	1 Feb: Completed. Action closed. 4 Jan: Access confirmed. 3 Jan: New
3.1	Arrange UK-EU survey	Secretary	6 Jun: A first draft of the paper is needed for early September, before party conference. Communications will be planned around it. Closed and replaced by action 4.7. 26 Apr: Survey responses now

			available. 1 Mar: New
4.5	Manage the LIEC roles and gender balance post-election	Secretary, Chair	2 May: Closed in AGM 12 Apr: New
4.2	Finalise budget for AGM	Treasurer	2 May: Approved at AGM 12 Apr: New

