

## Action Log – Sustainable Development Fund Committee

ID	Meeting Date	Minute Ref	Action Required	By whom	Timescale	Progress
841	25/01/2023	6	Speak to Finance Manager regarding phased payments and provide an update to the Committee	JM	Next meeting	JM has discussed with RG and agreed that 10% of each grant will be retained before final paperwork is received.
903	26/04/2023		A review of the Sustainable Development Fund	JM/HB	January 2024	As part of Hannah's role of taking on the SDF fund, she has been tasked with looking back over the last 3 years of the fund – to review what has been funded and where and to identify whether there are any improvements that could be recommend.
904	26/04/2023		To circulate the different rates for volunteer in-kind support	JM	Next Meeting	The SDF guide to costing volunteer time is: £10.42/hr - standard rate; £22/hr – skilled