

Task Name	Bucket Name	Start date	Due date	Checklist Items	Labels
Community Energy Fund Solar Canopy project	Sustainability, Climate Change	01/09/2024		Comms support required - ongoing project;Awaiting further information	
EV Charging launch	Regulatory Services	01/10/2024		Posters;Ongoing project;Social	Parking
Residents Survey 24-25	Customer Experience	01/10/2024	31/03/2025	Press release;Consultation;Advertisements	Comms and Digital
Play Strategy Consultation	Leisure Services	06/12/2024	30/04/2025	Consultation;Sharing of	
Parking scheme consultation - Primrose Hill	Regulatory Services	17/01/2025		Consultation;Comms support	Parking
Aquadrome Pedestrian Bridge	Aquadrome project	20/01/2025	30/04/2025	Press release;Consultation;Social media;Opening - soft launch	
Parkinson's project	Leisure Services	22/01/2025	01/01/2026	Comms support	
Planning Enforcement Plan	Regulatory Services	31/01/2025		Comms support - awaiting further	Planning
Taxi Policy amendments	Regulatory Services	31/01/2025		Social media;Consultation;Comms support;Awaiting further information	Licensing
Wildplay Activity Sessions	Leisure Services	17/02/2025	31/10/2025	Social media;Posters	
Play Ranger term time sessions	Leisure Services	17/02/2025	01/11/2025	Social media;Newsletter	
May Bank Holiday collection changes	Sustainability, Climate Change	03/03/2025	30/05/2025	Social media;Calendar;Newsletters	
Warm Homes Local Grant Funding	Sustainability, Climate Change	25/03/2025		Press release;Ongoing promotion required;Social media;Website	
Trade food waste collections	Sustainability, Climate Change	31/03/2025	31/03/2025	Comms support - awaiting	
Healthy Hub videos	Strategy and Partnerships	01/04/2025	30/04/2025	Videos	
Parking scheme consultations	Regulatory Services	01/04/2025		Comms support - awaiting further	Parking
Fast Followers - completion of project	Sustainability, Climate Change	07/04/2025	30/06/2025	Comms support	
Promotion of TRDC search services rather	Regulatory Services	28/04/2025		Comms support - awaiting further	Land Charges
Service Plan Promotion	Strategy and Partnerships	01/05/2025	01/05/2025	Social Media/Comms	
Batchworth Neighbourhood Plan Referend	Planning Policy & Conservation	01/05/2025	05/05/2025	Website updates - awaiting	
Tea Dance	Watersmeet	01/05/2025	17/06/2025	Press release;Social media;Posters	
70s Disco	Watersmeet	01/05/2025	14/06/2025	Social media;Press release;Posters	
Updating letter templates	Regulatory Services	21/05/2025	30/06/2025	Comms guidance required	
Great Big Green Week	Sustainability, Climate Change	27/05/2025	15/06/2025	Comms support	
Publication of Draft Statement of Account	Finance	30/05/2025	30/05/2025	Website	
Tour de Ricky stall	Sustainability, Climate Change	31/05/2025	31/05/2025	Event kit booked	
Shavuot (Pentecost Festival of weeks)	Multi faith events	01/06/2025	01/06/2025		
Pride Month	Strategy and Partnerships	01/06/2025	30/06/2025	Social media;News story;Photo of	Flag Raising;Awareness Day
Gypsy Roma and Traveller Month	Strategy and Partnerships	01/06/2025	30/06/2025	Internal emails;Worksheet	Awareness Day
Active Parks	Leisure Services	01/06/2025	31/08/2025	Social media;Newsletter	

Volunteers Week	Strategy and Partnerships	02/06/2025	06/06/2025	Photo;Social Media	
Eid-ul-Adha	Multi faith events	06/06/2025	06/06/2025		
Mens Health Week	Strategy and Partnerships	09/06/2025	15/06/2025	Comms support - funding dependent	Awareness Day
Carers Week	Strategy and Partnerships	09/06/2025	15/06/2025	Social media	Awareness Day
World Elder Abuse Awareness Day	Strategy and Partnerships	15/06/2025	15/06/2025	Comms support	Awareness Day;Community Safety
Refugee Week	Strategy and Partnerships	16/06/2025	22/06/2025	News story ;Poster;Podcast;Pictures	Awareness Day
Clean Air Day	Sustainability, Climate Change	20/06/2025	20/06/2025	Comms support;Social media -	
ASB Week	Strategy and Partnerships	30/06/2025	06/07/2025	Social Media ;Press	Awareness Day;Community Safety
Ashura	Multi faith events	05/07/2025	05/07/2025		
South Asian Heritage Month	Strategy and Partnerships	16/07/2025	17/08/2025	Comms support - if agreed	
Summer free swim and gym	Leisure Services	28/07/2025	29/08/2025	Social media;Newsletter	
Leisure Summer activities	Leisure Services	28/07/2025	22/08/2025	Newsletter;Social media	
Play Ranger holiday sessions - Summer	Leisure Services	28/07/2025	22/08/2025	Newsletter;Social media	
Playscheme (Summer)	Leisure Services	28/07/2025	22/08/2025	Social media;Newsletter	
Krishna Janmashtami	Multi faith events	15/08/2025	15/08/2025		
VJ Day - 80th Anniversary	Strategy and Partnerships	15/08/2025	15/08/2025	Flag raising;Website - events page	Flag Raising;Awareness Day
Herts Pride	Strategy and Partnerships	30/08/2025	30/08/2025	Promotion of Herts Pride	
Council Performance Promotion	Strategy and Partnerships	31/08/2025	31/08/2025	Social media	
East and South East Asian Heritage Month	Strategy and Partnerships	01/09/2025	30/09/2025	Internal circulation;Worksheet	Awareness Day
Crucial Crew	Strategy and Partnerships	01/09/2025	01/09/2025	Photos;Press Release;Social Media	
Know Your Numbers	Strategy and Partnerships	01/09/2025	30/09/2025	Social media;Comms support -	Awareness Day
70s Bingo	Watersmeet	01/09/2025	23/10/2025	Press release;Posters;Social media	
Beauty and the Beast Pantomime	Watersmeet	01/09/2025	31/12/2025	Video;Social media;Posters;Press	
World Suicide Prevention Day	Strategy and Partnerships	10/09/2025	10/09/2025	Social Media;Internal	Awareness Day
End Digital Poverty Day	Strategy and Partnerships	12/09/2025	12/09/2025	Social media;Internal	Awareness Day
National Inclusion Week	Strategy and Partnerships	15/09/2025	21/09/2025	Video Campaign;Social media	Awareness Day
Sharad Navratri	Multi faith events	22/09/2025	22/09/2025		
Rosh Hashanah	Multi faith events	22/09/2025	22/09/2025		
Yom Kippur (Day of Atonement)	Multi faith events	01/10/2025	01/10/2025		
Burglary & Home Security Awareness	Strategy and Partnerships	01/10/2025	31/10/2025	Social media;News story	
Stoptober	Strategy and Partnerships	01/10/2025	31/10/2025	Posters;Social Media Re-circulation	
Black History Month	Strategy and Partnerships	01/10/2025	31/10/2025	Comms support - if agreed to	Awareness Day
Sukkot (Tabernacles)	Multi faith events	06/10/2025	06/10/2025		
National Customer Service Week	Customer Experience	06/10/2025	10/10/2025	Internal comms;Social media	Customer Services
World Mental Health Day	Strategy and Partnerships	10/10/2025	10/10/2025	News story ;Social media	Awareness Day
Hate Crime Awareness Week	Strategy and Partnerships	12/10/2025	19/10/2025	News story ;Social media	Awareness Day

Shemini Atzeret	Multi faith events	13/10/2025	13/10/2025		
Simchat Torah	Multi faith events	14/10/2025	14/10/2025		
World Menopause Day	Strategy and Partnerships	18/10/2025	18/10/2025	Comms support - funding dependent	Awareness Day
Diwali (Divali, Deepavali)	Multi faith events	20/10/2025	20/10/2025		
Halloween & Fireworks Message	Strategy and Partnerships	31/10/2025	05/11/2025	News story;Social media	
Islamaphobia Awareness Month	Strategy and Partnerships	01/11/2025	30/11/2025	Comms support	Awareness Day
Transgender Awareness Month	Strategy and Partnerships	01/11/2025	30/11/2025	Recirculate hate crime	Awareness Day
Purple Tuesday	Strategy and Partnerships	04/11/2025	04/11/2025	Internal circulation;Worksheet	
International Men's Day	Strategy and Partnerships	19/11/2025	19/11/2025	News story ;Social media;Internal	Awareness Day
Birthday of Guru Nanak	Multi faith events	24/11/2025	24/11/2025		
16 Days of Activism	Strategy and Partnerships	25/11/2025	10/12/2025	Social media;Internal	
White Ribbon Day	Strategy and Partnerships	25/11/2025	25/11/2025	Flag Raising;Social media;News	Flag Raising;Awareness Day
Orange the World	Strategy and Partnerships	27/11/2025	27/11/2025	Press release/ News story;Social	Awareness Day
12 Days of Christmas (Safety)	Strategy and Partnerships	01/12/2025	12/12/2025	Social media;Poster;Internal	Healthy Hub;Community Safety
12 Days of Christmas (Home Security)	Strategy and Partnerships	01/12/2025	13/12/2025	Internal Communications;Social	Community Safety
Fund Raising for Domestic Abuse	Strategy and Partnerships	05/12/2025	05/12/2025	Social media/ Comms support;Internal	
Hanukkah, or Chanukah in Hebrew	Multi faith events	14/12/2025	14/12/2025		
Domestic Abuse Christmas Awareness	Strategy and Partnerships	23/12/2025	23/12/2025	Social media;Internal	
Christmas Day	Multi faith events	25/12/2025	25/12/2025		
Epiphany	Multi faith events	06/01/2026	06/01/2026		
Ramadan month begins	Multi faith events	17/02/2026	17/02/2026		
Planning Validation Checklist Consultation	Regulatory Services	01/06/2026		Consultation	Planning
Abbots Langley Neighbourhood Plan Cons	Planning Policy & Conservation			Press Release;Consultation	
Autumn Staff Day	Customer Experience			Planning meeting required	
Community Conversations Initiative	Sustainability, Climate Change		14/07/2025	Comms support required - awaiting	
Renters Rights Bill	Housing			Comms support - awaiting more	
Youth Council	Committee + Elections			Comms support - awaiting further	
Trade businesses - new price update	Sustainability, Climate Change		20/01/2025	Awaiting information	
Local Plan	Planning Policy & Conservation		31/12/2026	Video;Consultation;Press release	
British Red Cross Building	Property			Comms support - ongoing project	
Cost of living Homelessness Prevention Pro	Housing			Comms support - awaiting further	
Budget Preparation and Consultation	Finance		01/12/2025	Comms support - further information will be provided once budget agreed	
Climate Change Action Plan - update	Sustainability, Climate Change		30/09/2025		
Transition Streets and Retrofit One Stop S	Sustainability, Climate Change		30/06/2025	Social media - transition streets	