| **Aim** | **Objective** | **Action** | **Who** | **Completion Date** | **Update** |
| --- | --- | --- | --- | --- | --- |
| **ACCOUNTS & AUDIT** To comply with the law and inform community | To ensure that there is transparent information about payments, receipts, audit documents, budget, precept, bank accounts | Publish on website.Publish required audit documents on website and noticeboard | Clerk | Ongoing – in line with legislation where relevant |  |
| Annual Return (AGAR) | Clerk - complete internal auditCouncil - approve at first possible council meeting, August at latestClerk - required information sent to External Auditor | ClerkCouncilClerk | Internal audit – AprilApprove – MaySend to Auditor – May/June | Took place March, AGAR sent 06/05 |
| Exercise of Public Rights | Council - agree dates of Exercise of Public Rights. Clerk - publish on website & noticeboards | CouncilClerk | Date agreement - MayPublish – June/July |  |
| **PARISH COUNCIL ADMINISTRATION**To comply with the law and inform community | To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent | Publish agendas, minutes, and means of contacting the Council on the website and noticeboard | Clerk | Agenda – publish at least three clear (permitted) days before meetingsDraft minutes – publish within 30 days of meetingContact details updated as necessary |  |
| Calendar of meetings | Clerk | May |  |
| **POLICIES**To comply with the law | To ensure all council policies, Financial Regulations, Standing Orders and procedures are reviewed as per schedule and updated as necessary | Clerk - ensure reviews are scheduled on meeting agendas as required. Council - review and agree update as necessary | ClerkCouncil | As per schedule |  |
| **PLANNING APPLICATIONS**To monitor development and planning | To consider all planning applications which fall within, and impact upon, the Parish | Clerk - ensure planning applications are notified to councillors and placed on agenda, request extension if necessaryClerk - update planning overview spreadsheet as requiredCouncil - comments made at meetings or via delegated clerk authority | ClerkClerkCouncil | Planning comments sent to WODC as required within agreed dates |  |
| **HEALTH & SAFETY**To comply with the law and ensure safety | To ensure the Council meets Health & Safety requirements for its staff, councillors and public at events and activities | Renew insurance | Clerk | Renewal – May |  |
| To ensure there is adequate insurance cover | Risk assessments | Clerk | Reviewed annually and updated as required |  |
| **ASSETS**To comply with the law and ensure safety | To ensure that all council assets are maintained correctly, and disposed of responsibly | Regular checks to ensure assets are in good working order, actions taken as required | Nominated councillors | Ongoing |  |
| Assets compared with asset register annually | Clerk | Ongoing |  |
| Asset register updated as required | Clerk | Ongoing |  |
| **SUBSCRIPTIONS**To keep up to date | To ensure the Parish Council has access to advice and training | Council - approve annual subscriptions to OALC, SLCCClerk – process renewals | CouncilClerk | Approval – MayRenewals - ongoing |  |
| **GROUNDS MAINTENANCE**To upkeep open spaces | To manage cutting of grass and hedges in playgroundTo manage cutting of grass of triangle in Spelsbury | Manage contractor and monitor areas | Clerk | Ongoing |  |
| **PLAYGROUND**To provide play facilitiesTo comply with the law and ensure safety | To maintain children’s play equipment & surfaces | Arrange annual safety inspection by external provider | Clerk | April | Booked – April 2021 |
| Monthly inspection to ensure safety. Action taken as required. | Nominated councillor | Ongoing |  |
| Leasehold responsibilities | Arrange payment of annual land rentMonthly site inspection | ClerkCouncillor | OctoberMonthly |  |
| Review of playground equipment and usage | Community Engagement via APM, newsletter, events | Council | Ongoing |  |
|  | Update, replace and repair playground equipment | Obtain quotationsResearch grant availabilityAgree worksAppoint contractor | Council | Quotations – JuneGrants – June Works – JulyContractor – July | Quotations requested – April 2021 |
| **DOG BIN** Provision of dog bin | To ensure the bin is emptied regularly and replaced/repaired if faulty | Annual review of collection contract | Clerk | February |  |
| Regular monitoring of bin | Clerk | Ongoing |  |
| **GRIT/SALT**Provision of salt/grit for parish | To ensure grit bins are adequately provisioned | Regular monitoring and reporting to OCC when required | Clerk | Ongoing |  |
| To ensure grit is available for parish as required | Order salt/grit from OCC as required | Clerk | September |  |
| Distribute grit/salt bags as required | Nominated councillor | Ongoing |  |
| **COMMUNITY ENGAGEMENT**To engage with the community | To engage with community groups and individuals to help shape the Parish Council plans for the parishTo provide articles to inform residentsToo use website and Facebook | Council - invite community to council meetingsCouncil/Clerk - write articles for NewsletterClerk - update website regularlyClerk -update Facebook regularly | ClerkCouncillors | Ongoing |  |
| **DATA PROTECTION**To comply with the law | To ensure regulations are met | Annual ICO renewal | Clerk | July |  |
| Update policies as required | Clerk | Ongoing |  |
| Data destruction as required | Clerk | Ongoing |  |
| **WEBSITE**To comply with the law and engage the community | To meet Transparency Regulations | Review website and amend as required | Clerk | Ongoing |  |
| To meet Accessibility Regulations | Review website and update as required | Clerk | Ongoing |  |
| To engage with the community | Update regularly | Clerk | Ongoing |  |
| **LITTER PICKING EVENT**To maintain environment | To arrange community litter picking event in the parish | Arrange event, advertise event, risk assessment, hire litter pickers, co-ordinate with WODC | ClerkCouncillors | Summer 2021 |  |
| **CLIMATE EMERGENCY**To react to the existence of a climate emergency | To take action to reduce its causes | Organise activities as agreed in 2020-21 | Council | Ongoing |  |
| **COUNCIL ELECTION AND NEW COUNCIL**To comply with the law, orient new councillors and engage the community | May 2021 council election | Arrange Annual Council Meeting | Clerk | May 2021 | Meeting booked for 18 May 2021 |
| To aid new councillorsTo comply with the law | Arrange orientation meeting for new councillors | Clerk | May 2021 |  |
| Arrange training for new councillors | Clerk | May 2021 |  |
| Ensure paperwork is signed and retained/sent to WODC as required | Clerk | May 2021 |  |
| **PARISH PLAN**To create a Parish Plan | To create a Parish Plan for Spelsbury Parish | Investigate and research | Clerk | June 2021 |  |