

**SPELSBURY PARISH COUNCIL
ACTION PLAN 2023-2024**

| 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 | Audit documents on website and noticeboard |
| | Annual Return (AGAR) | Clerk - complete internal audit | Clerk | Internal audit – April | Internal audit completed |
| | | Council - approve at first possible council meeting, August at latest Clerk - required information sent to Auditor | Council Clerk | Approve – May Send to Auditor – May/June | AGAR approved by Council Certificate of Exemption sent to External Auditor |
| | Exercise of Public Rights | Council - agree dates of Exercise of Public Rights. Clerk - publish on website & noticeboards | Council Clerk | Date agreement - May Publish - July | Date agreed Published on website and noticeboard |
| 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 meetings Draft minutes – publish within 30 days of meeting Contact details updated as necessary | Ongoing |
| | | Calendar of meetings | Clerk | May | On website and noticeboard |

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| 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 | Clerk Council | As per schedule | Ongoing |
| 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 necessary Clerk - update planning overview spreadsheet as required Council - comments made at meetings or via delegated clerk authority | Clerk Clerk Council | Planning comments sent to WODC as required within agreed dates | Ongoing |
| 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 | Insurance renewed |
| | To ensure there is adequate insurance cover | Risk assessments | Clerk | Reviewed annually and updated as required | Reviewed and updated |

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| 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 | Ongoing |
| | | Assets compared with asset register annually | Councillor | January | |
| | | Asset register updated as required | Clerk | Ongoing | Ongoing |
| SUBSCRIPTIONS To keep up to date | To ensure the Parish Council has access to advice and training | Council - approve annual subscriptions to OALC, SLCC | Council | Approval – May | Annual subscriptions approved |
| | | Clerk – process renewals | Clerk | Renewals - ongoing | Ongoing |
| GROUND MAINTENANCE To upkeep open spaces | To manage cutting of grass and hedges in playground To manage cutting of grass of triangle in Spelsbury | Manage contractor and monitor areas | Clerk | Ongoing | Ongoing |
| PLAYGROUND To provide play facilities To comply with the law and ensure safety | To maintain children's play equipment & surfaces | Arrange annual safety inspection by external provider | Clerk | April | Inspection arranged |
| | | Monthly inspection to ensure safety. Action taken as required. | Clerk | Monthly | Ongoing |
| | Leasehold responsibilities | Arrange payment of annual land rent Monthly site inspection | Clerk Councillor | October Monthly | Direct debit set up for annual payment Ongoing |

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| DOG BIN Provision of dog bins | To ensure the bins are emptied regularly and replaced/repared if faulty | Annual review of collection contract | Clerk | February | |
| | | Regular monitoring of bins | Clerk | Ongoing | 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 parish To provide articles to inform residents Too use website and Facebook | Council - invite community to council meetings Councillors - write articles for Newsletter Clerk - update website regularly Clerk -update Facebook regularly | Clerk Councillors | Ongoing | Ongoing |
| DATA PROTECTION To comply with the law | To ensure regulations are met | Annual ICO renewal | Clerk | July | |
| | | Update policies as required | Clerk | Ongoing | Ongoing |
| | | Data destruction as required | Clerk | Ongoing | Ongoing |
| WEBSITE | To meet Transparency Regulations | Review website and amend as required | Clerk | Ongoing | Ongoing |

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| To comply with the law and engage the community | To meet Accessibility Regulations | Review website and update as required | Clerk | Ongoing | Ongoing |
| | To engage with the community | Update regularly | Clerk | Ongoing | 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 | Clerk Councillors | Summer – date to be arranged. | |
| CLIMATE EMERGENCY To react to the existence of a climate emergency | To take action to reduce its causes | Actions to be confirmed by working group | | | |
| PARISH PLAN To create a Parish Plan | To create a Parish Plan for Spelsbury Parish | Actions to be confirmed by working group | | | |