

Action Plan 2023-2026

Representing and Promoting the Interests and Well Being of the Parish

Action

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| **Aim** | **Objective** | **Need** | **Timeframe** |
| **Ramscliff Donisthorpe - Football Pitch drainage improvements**  | To improve drainage on football pitch – possibly grant funding?  | High | Ongoing. |
| **Road Safety-** **MVAS** | Parish own 4 MVAS (1 permanently on A444)To investigate getting speed limits reduced on some roads in the Parish using MVAS data s evidence & publish on FB/Website report to police. | High | Ongoing. |
| **Oakthorpe Play Area mesh fencing to be replaced with railings & install gate**  | To obtain money from housing development to pay for project.  | High | Ongoing. |
| **Oakthorpe Play Area – play equipment** | To provide a range of equipment suitable for younger children. To obtain money from housing development to pay for project. |  | Ongoing. |
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| **Maintenance of Parish Asset****OLC** | Parish Office Alterations.  |  | Ongoing. |
| **Compliance with Audit and Finance Requirements** | To review effectiveness of internal controls annually for audit purposes – and review internal control policy.Successful completion and submission of the AGAR to external auditors.Ensure Exercise of Public Rights minuted.Ensure Internal Audit Report minuted.Ensure External Audit Report minuted. |  | February 2023.By 31st July 2023.June 2023.June 2023 Council meeting.Once received from external auditors. |
| **Compliance with Health and Safety Legislation** | Review Insurance cover currently in place and obtain three quotes for insurances for a three-year contract.Risk assessments should be reviewed annually, and amended where necessary, including:* Parish Hall Risk Assessment
* Fire Risk Assessment
* Parks Risk Assessment (to include play equipment, gym equipment etc.

Annual Boiler Service.Annual Intruder Alarm Service.Bi-Annual Fire Alarm Service.Annual Electrical Equipment PAT testing. |  | April 2023.December 2022.February 2023.February 2023.February 2023.February 2023. |
| **Compliance with Local Government Transparency Code 2015** | Publish on the Parish Council’s website invitations to quote and contracts awarded.Publish on the Parish Council’s website invitations to tender (contracts above £25,000) and contracts awarded. These must also be published on the contracts finder website.Publish details of expenditure on the Parish Council’s website. |  | On an ad hoc basis, as and when they arise.On an ad hoc basis, as and when they arise.Monthly. |
| **Maintenance of Accurate and Relevant Policies** | Review all Parish Council policies annually, and amend where necessary, to ensure they are compliant with the relevant legislation and still relevant to the Parish Council. The Parish Council has a separate list of all 25 policies currently adopted. Each month two or three policies are reviewed by the full Council and necessary alterations made. This prevents the review of policies becoming too onerous. |  | Every Month. |
| **Monitoring Performance of Council staff against Objectives Set** | Staffing Committee to meet in February 2023 to discuss the Clerk’s appraisal objectives and performance. Clerk to then meet with Chair of the Council and Chair of the Staffing Committee to discuss her previous year’s performance and to set objectives for the upcoming appraisal year.Clerk to then meet with Assistant Clerk to discuss previous year’s performance and to set objectives for the upcoming appraisal year.Clerk to then meet with Premises officer to discuss previous year’s performance and to set objectives for the upcoming appraisal year. |  | Appraisals are carried out every March.Appraisals are carried out every March.Appraisals are carried out every March. |