

**SANDFORD ST MARTIN PARISH COUNCIL
ACTION PLAN 2021-2022**

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 audit Council - approve at first possible council meeting Clerk - required information sent to Auditor	Clerk Council	Internal audit - April Approved – May Sent to Auditor - June	
	Exercise of Public Rights	Council - agree dates of Exercise of Public Rights. Clerk - publish on website & noticeboards	Council Clerk	Date agreement - May Publish - 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 – published at least clear days before meetings Draft minutes – published within 30 days of meeting Contact details updated as necessary	
		Calendar of meetings	Clerk	May	

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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	
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	
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 – June	
	To ensure there is adequate insurance cover	Risk assessments	Clerk	Reviewed annually in April and created 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	

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		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, SLCC Clerk – process renewals	Council Clerk	Approval – May Renewals - ongoing	
GROUNDS MAINTENANCE To upkeep open spaces	To manage cutting of Ledwell Village Green	Manage contractor and monitor areas	Clerk/Council	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 have an active website	Council - invite community to council meetings Clerk - update website regularly	Councillors Clerk	Ongoing	

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DATA PROTECTION To comply with the law	To ensure regulations are met	Annual ICO renewal	Clerk	January	
		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 amend as required	Clerk	Ongoing	
	To engage with the community	Update regularly	Clerk	Ongoing	
FINANCE To improve finance systems	Review of financial control of banking, and payments	Annual review of banking arrangements and payment arrangements	Clerk	September	
COUNCIL ELECTION To comply with the law and engage the community	May 2022 council election	Put up notices as requested by WODC	Clerk	As required	
	To advertise as required				
	To encourage community engagement in the election and work of council	Clerk - update website, noticeboards	Clerk Council	As required	
	To aid new councillors	Create induction pack for new councillors	Clerk	March 2022	
		Arrange orientation meeting for new councillors	Clerk	May 2022	

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		Arrange training for new councillors	Clerk	May 2022	
	To comply with the law	Ensure paperwork is signed and retained/sent to WODC as required	Clerk	May 2022	

NOTES

What does the Council want to achieve during the year 2021-2022?

What will it cost to achieve this – labour, time, resources, training?

Need to link the Action Plan to the budget/precept being decided in November 2020.