| **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 meetingClerk - required information sent to Auditor | ClerkCouncil | Internal audit - AprilApproved – MaySent to Auditor – May/June |  |
| 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 – published at least clear days before meetingsDraft minutes – published 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 – June |  |
| To ensure there is adequate insurance cover | Risk assessments | Clerk | Reviewed annually in September 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 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 parishTo have an active website | Council - invite community to council meetingsClerk - update website regularly | CouncillorsClerk | Ongoing |  |
|  |  |  |  |  |  |
| **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 electionTo advertise as required | Put up notices as requested by WODC | Clerk | As required |  |
| To encourage community engagement in the election and work of council | Clerk - update website, noticeboards | ClerkCouncil | As required |  |
| To aid new councillors | Create induction pack for new councillors | Clerk | March 2022 |  |
| Arrange orientation meeting for new councillors | Clerk | May 2022 |  |
| 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 2022-23

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 2021