

**SANDFORD ST MARTIN 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 | |
| | 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 Approve – May Send to Auditor – May/June | |
| | Exercise of Public Rights | Council - agree dates of Exercise of Public Rights. Clerk - publish on website & noticeboards | Council Clerk | Date agreement - May Publish – 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 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 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 | |

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| | | Assets compared with asset register annually | Clerk | February | |
| | | 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 | Council | Approval – May | |
| | | Clerk – process renewals | Clerk | 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 | |
| | To take part in Coronation events | To be determined | Councillors | May | |

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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 | |
| PARISH HALL To improve the Parish Hall | To improve the Parish Hall facilities | Investigate options for Wi-Fi | Councillors | May | |
| | | Assist with install of Wi-Fi if appropriate | Councillors/Clerk | To be determined | |
| CONSERVATION AREAS To preserve the conservation areas | To advance the concept of conservation | Conservation Area project – create list of suggestions | Councillors Clerk | To be determined | |

NOTES