

Appleton *with* Eaton Parish Council

Action Plan 2024/2025

Appleton with Eaton Parish Council has 7 seats on the Council. The Council is committed to delivering a service and amenities for its residents based on the needs of the community.

This Action Plan reflects how the Council plans to deliver this service for 2024/2025.

Administration of the Council

Finance

<u>Aim</u>	<u>Objective</u>	<u>Action</u>	<u>Responsibility</u>	<u>Timescale</u>	<u>Completion date</u>
To comply with the law and be transparent	To create a budget and subsequent precept adequate to deliver the Parish Council's business and projects for the financial year, including reserves as needed.	To discuss and agree a budget and precept at a meeting based on the activities for the upcoming financial year followed by submission to the District Council	Clerk and the Council	No later than the January meeting	11/12/23
	To have the list of payments reviewed and approved by the Council.	Create a list of payments for approval by the Council	Clerk and the Council	Monthly	
	To ensure the bank statement reconciles with the income and expenditure	The monthly bank reconciliation will be sent to Councillors for review at the meeting	Clerk and the Council	Monthly	
	To complete a return to reclaim allowable VAT	A VAT return will be submitted to HMRC.	Clerk	Quarterly (Annually as a minimum)	
	To monitor the budget to ensure it is on track	A budget monitoring report will be created	Clerk and the Council	Quarterly	

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	and any issues can be dealt with	and discussed at a Parish Council meeting.			
	To carry out internal checks to ensure the accounts are being properly managed	The internal control checklist will be completed by the designated councillor quarterly.	Clerk and the Council	Quarterly	
	To carry out an internal audit, providing the Council with a review as to how it carries out its business	The Council shall appoint an internal auditor and the Clerk will provide the Internal Auditor with the documents necessary to carry out the audit.	Clerk and the Council	Annually, prior to the signing of the Annual Governance Statement of the Annual Governance and Accountability Return (AGAR)	
	To ensure all legal requirements are met with regards to the AGAR	Present to the Council, publish accordingly and send to the External Auditor: AGAR Dates for Notice of Public Rights Year-end bank reconciliation Reserves Variances	Clerk and the Council	Annually	
	To inform the public of the Conclusion of the Audit for the financial year	To publish a Conclusion of Audit notice along with the external auditor's report and	Clerk	No later than the 30 th of September	

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		audited Statement of Accounts			
	To ensure that the Council has the proper insurance for its business and assets	The insurance cover shall be reviewed annually and quotes received when renewal is due.	Clerk and the Council	Annually	

General Administration

<u>Aim</u>	<u>Objective</u>	<u>Action</u>	<u>Who</u>	<u>Timescale</u>	<u>Completion date</u>
<u>Parish Council Administration</u> To ensure compliance with the law and openness to the public	To ensure the Parish Council administration is run in an efficient manner and that information is open and transparent	Publish minutes and agendas	Clerk	Agendas to be published 3 clear days in advance of a meeting; Minutes to be published no later than one month after the meeting	
		Schedule and publish meeting dates/book appropriate space for meetings, allowing a space conducive to public discussion	Clerk	Ongoing	
		Publish Parish Council contact details	Clerk	Ongoing	
<u>Elections</u>	To ensure elections transpire in a fair and transparent manner and	Communicate to the Parish about upcoming elections	Clerk	No elections in 2024/2025 unless a vacancy	

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To comply with the law and engage with the community	new councillors are properly oriented	Ensure paperwork is completed, signed and submitted to the District Council, as necessary	Clerk and Council	arises/election is called.	
		Arrange post-election training and orientation for new councillors	Clerk and Council		
<u>Community Engagement</u> To engage with the community, ensuring that an opportunity exists for all voices to be heard	To have Parish Council initiatives, activities and actions reflect the views of residents	Hold an Annual Parish Meeting, inviting all residents and village organisations	Clerk and Council	Ongoing	
		Communicate via the mailing list and the Appleton Advertiser	Clerk and Council		
		Update the noticeboard regularly	Clerk		
<u>Policies</u> To comply with the law	To ensure all policies are up to date and regularly reviewed	Arrange review of all policies annually	Clerk	Ongoing	
		Review and agree policies, as necessary	Council		
<u>Health and Safety</u> To comply with the law and ensure safety	To ensure the Council meets Health and Safety requirements for staff, councillors, volunteers and public	Review insurance	Clerk	Annually and update as needed	
		Create and review risk Assessments			
<u>Planning</u> To monitor planning in accordance with the	To consider all planning issues which fall within, and impact upon, the Parish	Ensure the Council is notified about planning applications, and they are on a public agenda.	Clerk	As applications arise	

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Local Plan and Neighbourhood Plan		Ensure the Council is notified about planning-related issues in the area, such as solar farms and the Joint Local Plan	Clerk		
		Ensure comments are made to the relevant authority	Clerk and Council		
		Ensure the Council reviews the Neighbourhood Plan, as needed			
<u>Website</u> To comply with the law and engage with the community	To ensure the website is accessible, transparent and engaging for the community	Review and update the website for accessibility and transparency Update the website with relevant content	Clerk	Ongoing	
<u>Subscription and training</u> To keep apprised of updates in law and parish council-related information	To ensure the Council has access to advice and training	Provide the Council with recommendations for memberships and training Agree memberships and training	Clerk Council	Ongoing	
<u>Data Protection</u> To comply with the law	To ensure the Council adheres to its Data Protection policies	Renew Information Commissioner's Office subscription	Clerk and Council	Annually	

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		Follow Data Protection policies	Clerk and Council	Ongoing	
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Assets

<u>Area</u>	<u>Aim</u>	<u>Objective</u>	<u>Action</u>	<u>Who</u>	<u>Timescale</u>	<u>Completion date</u>
Jubilee Park	To provide a play facility, comply with law and ensure safety	To maintain and inspect equipment and surfaces to enhance safe enjoyment by users	Hold an annual inspection as well as weekly checks	Friends of Jubilee Park and the Clerk	Annually and weekly	
Sportsfield and Pavilion	To provide a sports facility, comply with law and ensure safety	To maintain and inspect to ensure it is safe and accessible, enhancing safe enjoyment by users	To have fire risk assessments, testing of alarm and checks of the building and field	Leisure and Recreation Working Group	Ongoing	
War Memorial	To provide a safe, attractive, respectful memorial	To maintain a safe and attractive memorial	To inspect the memorial, taking any action required	Clerk and the Council	Monthly	
Grit bins	Provision of salt for the parish	To ensure salt is available for the parish as required	Order salt as needed from the County Council Maintain the state of salt bins	Clerk	Ongoing	
Defibrillators	Provision of defibrillators for the parish	To make provision for the health and safety of residents and provide training	Maintain defibrillators and equipment Arrange training	Clerk	Monthly As needed	

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Noticeboards	Provision of noticeboards for the parish	To make provision for communication to residents who may not use electronic media	Ensure noticeboards are in good order	Clerk	Ongoing	
			Ensure noticeboards are up to date			
Benches	Provision of noticeboards for the parish	To make provision for resting places in the village	Ensure benches are in good order	Clerk	Quarterly	
Land at Bablock Hythe	Provision of landing for recreational water activity	To make provision for a landing for recreational water activity	Ensure there are no issues in the area	Clerk	Quarterly	
Office equipment	Provision of office equipment for the Council	To assist the Council in its administration	Ensure equipment is in good order	Clerk	Ongoing	

Projects

<u>Project</u>	<u>Aim</u>	<u>Objective</u>	<u>Action</u>	<u>Who</u>	<u>Timescale</u>	<u>Completion date</u>
Flood Group	To keep the parish informed and safe during flood events	To ensure the parish has accurate information and can react in the event of a flood incident	To communicate to the parish where to access assistance.	Flood Group	Ongoing	
			To assist with making flooded areas with signage and cones, as needed.			
			To assist with pumps, as needed.			

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Pavilion refurbishment	To look to refurbish or replace the Pavilion to best reflect the needs of users	To further the enjoyment of a facility which has become less fit for purpose	To meet and discuss the needs of users following with agreed actions	Pavilion Advisory Group and Council	2024/2025	
Biodiversity	To comply with biodiversity legislation	To consider biodiversity in the Parish Council's activities	Ensure contractors follow best practice in not cutting hedges during nesting season	Clerk	Ongoing	
			Hold a litter pick	Clerk and Council		
			Consider new biodiversity activities	Council		
Emergency Plan	To provide a plan in the event of an emergency	To ensure the plan is ready for implementation if needed	Establish village locations to be used in case of an emergency	Clerk	Annually	
Footpaths wardens	To keep footpaths safe and usable for residents	To establish residents to act as Parish Path Wardens	Advertise for Parish Path Wardens	Clerk	Ongoing	
			Assist Parish Path Wardens where needed	Clerk and Council		