Parish Action Plan:
Finance & Governance Committee V8 at 16.03.2023

Terms of reference:

- Lead for Parish Action Plan
- Approval of payments outside the delegated authority of other committees
- Monitoring of income, expenditure and the accounts
- Budget preparation
- Monitoring of compliance with Financial Regulations
- Reviewing corporate and financial risks and insurance arrangements
- Property management, leases and contracts outside the delegated authority of other committees
- Set internal audit process
- Develop and deliver agreed outputs from Parish Action Plan
- Manage in year committee budget within programme and delegation
- Identify and justify committee budget for future year

Actions:

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
To ensure the record of assets and buildings is kept up to date.	To finalise the associated policy. To update the asset register at six monthly intervals in line with the Internal Controls exercise.	Sept/ March	Policy approved by Council on 20 October 2022. Latest version of register agreed by Council on 20 October 2022. Minute C22/23.084.2.3. 31 March 2023 version to be agreed at April 2023 F&G Committee. **Action Ongoing.**	09/03/23	NA	Officer and Cllr time Parish On-line Database	To be reviewed every six months at the time of the Internal Controls exercise.
To ensure IT Systems are Virus	Create a report with recommendations for September 2022 F&G	Sept 2022	At October 2022 F&G agreed to invite consultant in for a meeting by 31 Jan 2023. Meeting held 16 Jan 2023.	20/01/23	IT Systems Budget may be required	Officer and IT Consultant	Ongoing review due to fast paced changes

Protected.	Committee		Agreed status quo with review of document retention policy and agreement to add electronic data and email to Document Retention Policy in February 2023. See below. **Action Completed.**				in technology and potential threats.
To review document retention policy	To review the policy to address the specific issue of electronic documents/ emails etc when Cllrs and staff leave.	February 2023	Policy to be presented to February 2023 F&G Committee for review and recommendation to Council for adoption. Policy agreed at February 2023 F&G and Council. Minute C22/23.138(iii) **Action Completed.**	09/03/23	NA	Officer time	To be reviewed annually in future.

DRAFT Actions for 2023/2024:

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
Village Centre Charity	To investigate the termination of the charity and lease Village Centre direct from WSCC.	Dec 2023	Informal discussions have questioned the benefits of the charily, if it was more streamlined that the Village Centre was leased directly by the Parish Council from WSCC.	16/2/23	Professional Support	Legal advice may be needed	
Branding Manual	To complete the draft branding manual for approval and adoption by Council.	June 2023	(This item was put on hold during the Community Governance Review.) The draft version will be completed for consideration by F&G at the June 2023 Committee meeting.	09/03/23	NA	Officer time	
Cllr and Staff Training Programme	To agree the minimum recommended training courses to be undertaken by all councillors following may 2023 election.	Summer 2023	Council agreed the minimum training courses to be recommended to all councillors following the May 2023 election as WSCC provided Data Protection, Safeguarding, Health & Safety, Inclusion and Diversity and the WSALC training for new councillors etc.	09/03/23	Cllr Training Budget is £500 for 2023/2024 (5170-101)	Cllrs to undertake the training	
Sharepoint Folder for Cllr Access to key documents	To agree and implement a policy for councillors to have access to Sharepoint folders/files to make access to council documents more professional/efficient.	June 2023	The idea to create a Sharepoint folder in Office 365 that allows councillors to access files has been informally agreed in principle and will require Council approval to agree the detail and complete the task.	09/03/23	IT/Computer Costs Budget for 2023/2024 is £6,750 (5360-101)	Officer and IT Consultant	

COMPLETED ITEMS BY Finance & Governance Committee

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
Bus Shelter	New Northbound Bus Shelter on London Road, Sayers Common.	2019	Completed December 2019	December 2019	£10,000	S106 funds	Project completed and funds secured.
19. Staff Handbook	Draft proposal to Gov + Staff Panel Council approval	2020 onwards	Update Nov 2019: Draft prepared put-on hold waiting for appointment of new clerk. Update Nov 2020: Staff Handbooks agreed at Council on 26 Mar 2020 and issued to staff.	March 2020	N/A	Staff Time	Handbooks agreed by Council on 26 March 2020 and will be reviewed every May.
42. Review of Risk Management Policy and suite of documents	To review the suite of documents that make up the Parish Council's Risk Management Policy, Risk Register, business continuity plan and risk assessments.		The Finance & Governance Committee resolved on 18 February 2021 to carry out further work on revising the RM Policy, Register, BCP/Disaster Recovery, and suite of documents for consideration at the July 2021 F&G committee. The documents were agreed at the July 2021 F&G committee. Action Completed.	May 2022	N/A	Staff Time	The compete suite of documents was adopted by Council on 25 May 2021 and will be reviewed every May.