

Parish Action Plan:

Finance & Governance V7 at 19.10.2023



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	Resources	Notes
To ensure the record of assets and buildings is kept up to date.	To update the asset register at six monthly intervals in line with the Internal Controls exercise and in accordance with the Asset Register Policy.	Sept 2023/ March 2024	Latest version of register agreed by Council on 18 May 2023 C23/24.018. Asset register reviewed September 2023 within the Internal Controls exercise. Action Ongoing.	13/10/23	NA	Officer and Cllr time Parish On-line Database	Register to be reviewed every six months at the time of the Internal Controls exercise. Next review Mar 24.

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Village Centre Charity	To investigate the termination of the charity. Lease of Village Centre is direct from WSCC to Parish Council.	Dec 2023	Report considered at the 27 July 2023 Trustees meeting and it was agreed to write to the Charity Commission regarding transfer of VC assets to the PC, and to WSCC for support. Next Trustees meeting 30.11.23.	13/10/23	Professional Support	Legal advice may be needed	CC and WSCC written to on 8.8.23. VAT, Insurance and Business Rate implications to be carefully considered.
Cllr and Staff Training Programme	To agree the minimum recommended training courses to be undertaken by all councillors and staff following May 2023 election.	Summer 2023	Council agreed the minimum training courses to be recommended to all councillors/staff on 23 February 2023 Minute: C22/23.140. A new H&S course is to be found. Reminder sent.	13/10/23	Cllr Training Budget is £500 for 2023/2024 (5170-101)	Cllrs/staff to undertake the training	Staff/Cllrs are completing their courses. A training record is being kept in the office.
Sharepoint Folder for Cllr Access to key documents	To agree and implement a policy for councillors to have access to Sharepoint folders to make access to Council documents more efficient.	June 2023	To create a Sharepoint folder in Office 365 that allows councillors to access certain files was agreed at the FG&E Committee on 15 June 2023 Minute: F23/24.019: Sharepoint Folder.	13/10/23	No cost.	Staff time.	Roll out to be undertaken.
Produce a Business Plan	Business plan to assist with budget setting for year 2024/2025	Dec 2023	The visioning meeting was held on 5 October 2023 to produce a draft business plan. Reviews to follow.	13/10/23	Free facilitation event.	Cllr time.	Potential to consult the public in 2024.
Review the Emergency Plan	Review the Emergency Plan to ensure arrangements for severe weather are included	Nov 2023	The Emergency Plan includes mention of natural emergencies such as storms, floods and snowfall.	13/10/23	No cost.	Staff time.	Establish what WSCC and MSDC offer.

COMPLETED ACTIONS:

Branding Manual	To complete the draft branding manual with templates for approval and adoption by Council.	April 2023	The Branding Manual was agreed at the Council meeting on 27 April 2023 Minute C22/23.160.3.iii.	28/04/23	NA	Officer time	Action Completed.
Freedom of Information Charges	The charges for photocopying and staff time will be included in a review of the Policy.	Nov 2023	These charges are now included in the Charges Report to be reviewed in November 2023.	13/10/23	In-house review.	Staff and Cllr time.	Will be completed in November 2023.