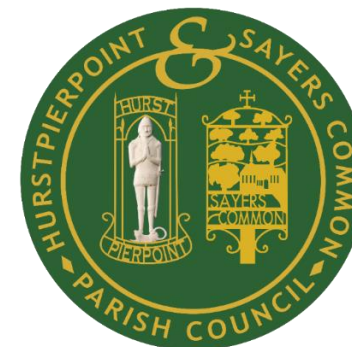


Parish Action Plan:

Finance & Governance V10 at 18.1.2024



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 up to date.	To update the asset register at six monthly intervals during Internal Controls exercise and in accordance with the Asset Register Policy.	March 2024	Latest version of register agreed by Council on 18 May 2023 C23/24.018. Asset register reviewed September 2023 during Internal Controls exercise. Action Ongoing. Next review Mar 24.	11.01.24	NA	Officer and Cllr time Parish On-line Database	Register to be reviewed every six months during Internal Controls exercise
Village Centre Charity	To investigate the termination of the charity. The lease of Village Centre is direct from WSCC to Parish Council.	Dec 2023	WSCC & Charity Commission written to on 8.8.23 regarding transfer of VC assets to the PC. CC no useful response. WSCC replied positively on 29 November 23. Legal and financial implications to be carefully considered. Trustees agreed AiRS report quote on 30.11.23.	11.01.24	Village Centre	Legal advice may be needed	First draft of report received. Next Trustees meeting 29.02.24.

Objective	Planned Action	By When	Status	Last Updated	Budget & Code	Resources	Notes
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.	11.01.24	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	Sharepoint folder was agreed at the FG&E Committee on 15 June 2023 Minute: F23/24.019. Folder created and populated. January 2024 Hurst Life article produced via Sharepoint.	11.01.24	No cost.	Staff time.	Under development. Trial with January 2024 Hurst Life article successful.
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. Further meetings to be held in January 2024. Project scope and methodology to be developed.	11.01.24	Free facilitation events.	Cllr time.	Potential to consult the public on draft plan in 2024.

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.
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.	30.11.23	No cost.	Staff time.	Revised Winter Plan approved at 30.11.23 Council.