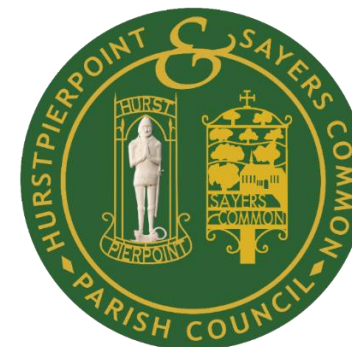


## Parish Action Plan:

### Finance & Governance V11 at 22.2.2024



#### 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. <b>Action Ongoing.</b> Next review Mar 24.                                                                            | 14.2.24      | NA             | Officer and Cllr time<br>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. | 14.2.24      | Village Centre | Legal advice may be needed                       | Second draft of report received.<br><br>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. | 14.2.24      | 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.  | 14.2.24      | 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. Project scope and methodology to be developed.                 | 14.2.24      | Free facilitation events.                             | Cllr time.                            | Behind schedule. Potential to consult the public on draft plan in 2024.                  |
| Response to Mid Sussex District Plan 2021-2039     | To agree a response to the Reg 19 consultation and consider approach to Planning Inspection.                                             | 23 Feb 2024   | The Council responded to Reg 18 consultation in Dec 2022. Draft response to Reg 19 included in Feb 24 Hurst Life. Facebook/website posts. Final draft circulated 13.2.24.      | 14.2.24      | Professional Support (5180-101)                       | Cllr time. Consultant Fee             | Use of Planning Consultants dowsettmayhew.                                               |
| Job Evaluation Exercise                            | To agree a Policy to support a Job Evaluation exercise for the employees.                                                                | 31 March 2024 | The Job Evaluation Policy was agreed at 25.1.24 Council meeting and consultant appointed 29.1.24.                                                                              | 14.2.24      | Professional Support (5180-101)                       | Staff Panel                           | Council will consider outcome of evaluation on 29.2.24.                                  |

#### 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.                                                             | 14.2.24 | In-house review. | Staff and Cllr time. | Action Completed. |
| 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. Revised Winter Plan approved at 30.11.23 Council. | 14.2.24 | No cost.         | Staff time.          | Action Completed. |