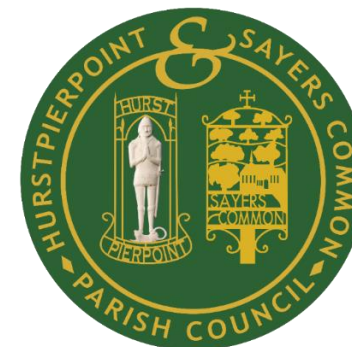


Parish Action Plan:

Finance & Governance V12 at 14.3.2024



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 Feb 2024 during Internal Controls exercise. Action Ongoing. Next review Sept 24.	7.3.24	NA	Officer and Cllr time Parish On-line Database	Register to be reviewed every six months during Internal Controls exercise
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. Reminders sent.	7.3.24	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.

Objective	Planned Action	By When	Status	Last Updated	Budget & Code	Resources	Notes
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.	7.3.24	No cost.	Staff time.	Under development. Early trials have been 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.	7.3.24	Free facilitation events.	Cllr time. Staff time.	Behind schedule. 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.	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.
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. Report completed February 2024.	14.2.24	Professional Support (5180-101)	Staff Panel	Council noted outcome of evaluation on

							29.2.24. Staff advised 1.3.24.
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 and submitted on 23.02.24.	14.2.24	Professional Support (5180-101)	Cllr time. Consultant Fee	Use of Planning Consultants dowsettmayhew.
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. Report submitted and discussed at 29.2.24 Trustee meeting.	7.3.24	Village Centre	Legal advice may be needed	Outcome of Trustees meeting 29.2.24 to XXXXXX