

Parish Action Plan 2025/6:

Finance & Governance V1 at 01.04.2025



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
Produce a Parish Strategy	Develop and consult on a 5 year Parish Strategy.	Spring 2025	The Parish Strategy Working Group has reviewed work to date and will consult Council on a revised approach. New time frames to be agreed.	5.2.25	(5180-101) Professional Support budget.	Cllr time. Staff time.	Update given to Council in January 2025.
Office 365	Expand use of Sharepoint folders by Councillors	March 2026	Sharepoint has been shared with councillors for agendas and minutes and some specific cases such as the Hurst Life articles.	5.2.25	(5170-101) Cllr training budget if required.	Cllr time. Staff time.	
Cllr Training	Continue to develop the cllr training programme.		Expand training programme to include health and safety, and for Committee Members (e.g. finance and planning) and for Chairs of Committee.	5.2.25	(5170-101) Cllr training budget.	Cllr time.	MSDC has been asked to provide free H&S training.

Completed Actions:

Objective	Planned Action	By When	Status	Last Updated	Budget & Code	Resources	Notes