

Parish Action Plan 2025/26:

Finance & Governance V1 at 03.04.2025



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
Revised Neighbourhood Plan	Monitor the development of the new MSDC District Plan with reference to its impact on updating the Parish Neighbourhood Plan.	March 2026	The draft MSDC District Plan will move to Stage 2 of the Planning Inspection in 2025.	3.4.25	(5180-101) Professional Support budget.	Cllr time. Staff time. Planning Consultant	
Produce a Parish Strategy	Develop and consult on a 5 year Parish Strategy. Consider impact of Devolution on 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.	3.4.25	(5180-101) Professional Support budget.	Cllr time. Staff time.	Update given to Council in January 2025.

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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.	3.4.25	(5170-101) Cllr training budget if required.	Cllr time. Staff time.	
Cllr Training	Finalise the draft Training and Development Policy and continue to develop the cllr training programme.	March 2026	Expand training programme to include health and safety, and for Committee Members (e.g. finance and planning) and for Chairs of Committees.	3.4.25	(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