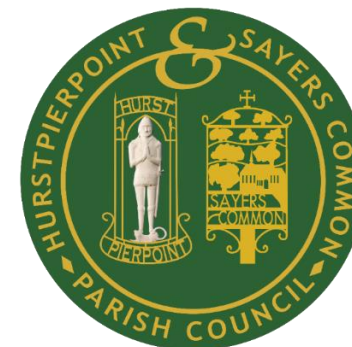


## Parish Action Plan 2025/26:

### Finance & Governance V2 at 06.05.2025



#### 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.                                                     | 6.5.25       | (5180-101) Professional Support budget. | Cllr time.<br>Staff time.<br>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. | 6.5.25       | (5180-101) Professional Support budget. | Cllr time.<br>Staff time.                        | Update given to Council in January 2025. |

| Objective     | Planned Action                                                                                          | By When    | Status                                                                                                                                                                                                   | Last Updated | Budget & Code                                | Resources                 | Notes                                             |
|---------------|---------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------------|---------------------------|---------------------------------------------------|
| 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.                                                                             | 6.5.25       | (5170-101) Cllr training budget if required. | Cllr time.<br>Staff time. | To be used for May APCM on 22 May 2025.           |
| 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. Second draft ready for 22.5.25 Council meeting for adoption. | 6.5.25       | (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 |
|-----------|----------------|---------|--------|--------------|---------------|-----------|-------|
|           |                |         |        |              |               |           |       |
|           |                |         |        |              |               |           |       |
|           |                |         |        |              |               |           |       |