

Parish Action Plan 2025/26:

Finance & Governance V4 at 17.07.2025



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 Planning Inspector has advised MSDC that she may fail the draft District Plan. MSDC has launched a legal challenge. Awaiting outcome of the Mid Sussex District Plan.	11.07.25	(5180-101) Professional Support budget.	Cllr time. Staff time. Planning Consultant	There are serious implications of speculative development if there is no "made" Plan.
Produce a Parish Strategy	Develop and consult on a 5 year Parish Strategy. Consider impact of Devolution on Strategy.	Autumn 2025	The Parish Strategy Working Group has been placed on hold whilst the major local government reorganisation takes place.	11.07.25	(5180-101) Professional Support budget.	Cllr time. Staff time.	Devolution and combined authorities may change the dynamics of parish councils.

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Office 365	Expand use of Sharepoint folders by Councillors	March 2026	Sharepoint is now the default method of sharing agendas etc. where relevant and by all Committees (except Planning).	11.07.25	(5170-101) Cllr training budget if required.	Cllr time. Staff time.	Successfully used for May APCM on 22 May 2025. Now rolled out to Cttees.
Cllr Training	Finalise the draft Training and Development Policy and continue to develop the cllr training programme.	March 2026	Training programme expanded to include health and safety, and for Committee Members (e.g. finance and planning) and for Chairs of Committees. Adopted 22 May 2025.	11.07.25	(5170-101) Cllr training budget.	Cllr time.	MSDC has been asked to provide free H&S training. Cttees to be offered relevant training.

Completed Actions:

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