

**CHADLINGTON PARISH COUNCIL
ACTION PLAN 2023-2024**

Aim	Objective	Action	Who	Completion Date	Update
ACCOUNTS & AUDIT To comply with the law and inform community	To ensure that there is transparent information about payments, receipts, audit documents, budget, precept, bank accounts	Publish on website. Publish required audit documents on website and noticeboard	Clerk	Ongoing – in line with legislation where relevant	
	Annual Return (AGAR)	Clerk - complete internal audit Council - approve at first possible council meeting, August at latest Clerk - required information sent to Auditor	Clerk Council Clerk	Internal audit – April Approve – May Send to Auditor – May/June	
	Exercise of Public Rights	Council - agree dates of Exercise of Public Rights. Clerk - publish on website & noticeboards	Council Clerk	Date agreement - May Publish - July	
PARISH COUNCIL ADMINISTRATION To comply with the law and inform community	To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent	Publish agendas, minutes, and means of contacting the Council on the website and noticeboard	Clerk	Agenda – publish at least three clear (permitted) days before meetings Draft minutes – publish within 30 days of meeting Contact details updated as necessary	
		Calendar of meetings	Clerk	May	

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		Document retention and destruction project			
		Lease and trust administration			
POLICIES To comply with the law	To ensure all council policies, Financial Regulations, Standing Orders and procedures are reviewed as per schedule and updated as necessary	Clerk – ensure reviews are scheduled on meeting agendas as required. Council – review and agree update as necessary	Clerk Council	As per schedule	
PLANNING APPLICATIONS To monitor development and planning	To consider all planning applications which fall within, and impact upon, the Parish	Clerk – ensure planning applications are notified to councillors and placed on agenda, request extension if necessary Clerk – update planning overview spreadsheet as required Council – comments made at meetings or via delegated clerk authority	Clerk Clerk Council	Planning comments sent to WODC as required within agreed dates	
HEALTH & SAFETY To comply with the law and ensure safety	To ensure the Council meets Health & Safety requirements for its staff, councillors and public at events and activities	Renew insurance	Clerk	Renewal – January	
	To ensure there is adequate insurance cover	Risk assessments	Clerk	Reviewed annually and updated as required	

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ASSETS To comply with the law and ensure safety	To ensure that all council assets are maintained correctly, and disposed of responsibly	Regular checks to ensure assets are in good working order, actions taken as required	Nominated councillors	Ongoing	
		Assets compared with asset register annually	Councillor	January	
		Asset register updated as required	Clerk	Ongoing	
SUBSCRIPTIONS To keep up to date	To ensure the Parish Council has access to advice and training	Council – approve annual subscriptions	Council	Approval – May	
		Clerk – process renewals	Clerk	Renewals – ongoing	
GROUNDS MAINTENANCE To upkeep open spaces	To be decided				
PLAYGROUND To provide play facilities To comply with the law and ensure safety	To maintain children’s play equipment & surfaces	Arrange annual safety inspection by external provider	Clerk	April	
		Weekly inspection to ensure safety. Action taken as required.	Clerk	Weekly	
		Regular monitoring of bins	Clerk	Ongoing	
		Arrange and monitor mowing contract	Clerk	February	

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		Refurbishment project	Playground Maintenance Working Group		
	Health and Safety	Tree survey and maintenance			
		Wall survey and repair			
ALLOTMENTS To provide garden allotments	To maintain allotments	Collect annual rent	Clerk	September	
		Undertake inspections	Clerk/nominated councillor	Ongoing	
		Manage tenancies	Clerk	Ongoing	
	To investigate and install, if appropriate, a water supply				
GRIT/SALT Provision of salt/grit for parish	To ensure grit bins are adequately provisioned	Regular monitoring and reporting to OCC when required	Clerk	Ongoing	
	To ensure grit is available for parish as required	Order salt/grit from OCC as required	Clerk	September	
		Distribute grit/salt bags as required	Nominated councillor	Ongoing	
COMMUNITY ENGAGEMENT To engage with the community	To engage with community groups and individuals to help shape the Parish Council plans for the parish To provide articles to inform residents To use website and Facebook (when set up)	Council - invite community to council meetings Councillors - write articles for Newsletter Clerk - update website regularly	Clerk Councillors	Ongoing	

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		Clerk -update Facebook regularly – when set up			
DATA PROTECTION To comply with the law	To ensure regulations are met	Annual ICO renewal	Clerk	July	
		Update policies as required	Clerk	Ongoing	
		Data destruction as required	Clerk	Ongoing	
WEBSITE, EMAIL AND SOCIAL MEDIA To comply with the law and engage the community	To meet Transparency Regulations	Review website and amend as required	Clerk	Ongoing	
	To meet Accessibility Regulations	Review website and update as required	Clerk	Ongoing	
	To engage with the community	Update regularly	Clerk	Ongoing	
CLIMATE EMERGENCY AND BIODIVERSITY To react to the existence of a climate emergency	To take action to reduce its causes	Actions to be confirmed by Climate Emergency and Biodiversity working group			

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VILLAGE PLAN To create a Parish Plan	To create a Village Plan for Chadlington Parish	Actions to be confirmed by Village Plan working group			

CURRENT PROJECTS AT SEPTEMBER 2022

- Create new website
- Set up email addresses for councillors and Clerk
- Set up account with Unity Trust Bank
- Speed indication device
- Playground refurbishment
- Electricity supply on The Stocks
- Tree survey – playground
- Signage creation
- Wall survey - playground
- Sports field lease
- Create Facebook page
- Finance training for councillors
- Payroll
- Document storage, retention, destruction
- Insurance review
- Planter project