

# Council project and priorities

01 May 2024

## OVERVIEW

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Chadlington Parish Council has a number of active projects, and may agree to undertake new projects.

Council needs to agree which active projects to continue, any new projects it wishes to undertake, and the priority order of these.

## CLERK HOURS AND WORKLOAD

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The Clerk is employed for 12 hours per week. Allowing for annual leave the Clerk has 10 hours 19 minutes of working time available per week.

The Clerk spends on average, approximately 6 hours per week carrying out basic duties for the Council. This includes council administration, servicing meetings, finance and parish maintenance

Servicing meetings – agenda, reports, meeting attendance, minutes

Annual return and audits

Accounts, payments and budgets

Policies and procedures

Insurance

Website maintenance

Allotment management

Playground maintenance and inspections

Parish maintenance

Planning

Community engagement

Based on the above the weekly time available for project work is 4 hours 19 minutes.

## CURRENT COUNCIL PROJECTS - PARISH

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- Playground phase 2
- Playground phase 3
- The Stocks – ownership and maintenance
- The Stocks – electricity
- Playing field – head lease – due to be completed imminently
- Playing field – sub lease
- Sports and Social Club – club house land lease
- Allotments – inspections, plot sizes, subletting
- Village Plan

## CURRENT COUNCIL PROJECTS - ADMINISTRATION

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- Unity bank account
- Debit card for Unity bank account
- New website
- Facebook page
- Lease/land review
- Document review – archiving/destruction

## COUNCIL DECISIONS

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- Which active projects to continue
  - Whether to undertake any new projects
  - The priority of all projects
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- Clerk recommendation – that the weekly time is split between between parish and administration projects, eg 3 hours per week on parish projects, the remainder on administration ones.