

STOW BARDOLPH PARISH COUNCIL ACTION PLAN APRIL 2024 – MARCH 2025

AIM: To facilitate to smooth running of Council administration			
OBJECTIVES	ACTIONS	RESPONSIBILITIES	TIMESCALES
Set clear aims and objectives for next 12 months	Agree action plan detailing goals for year ahead	Clerk/Council	To be agreed March 2025
To support continuous professional development of Councillors and staff	Regularly review the training needs of the Clerk and individual Councillors and encourage attendance at appropriate courses and events	Chair/Council	Ongoing with formal review at September meeting
AIM: To provide a range of high-quality services for the local community			
OBJECTIVES	ACTIONS	RESPONSIBILITIES	TIMESCALES
To provide suitable allotments	Review all aspects of Allotment Tenancies annually	Clerk/Council	Agenda item at July 2024 meeting
To provide adequate street lighting	Monitor street lighting for defects and report issues promptly	Clerk/Councillors	Ongoing
To provide fit for purpose street furniture	Inspect all street furniture (as detailed in asset register) on a regular basis and rectify any defects immediately (or if unable to rectify take out of use)	Clerk and nominated Councillors	Ongoing
	Review street furniture requirements annually	Council	At annual meeting
AIM: To assess and mitigate all risks associated with Council business			
OBJECTIVES	ACTIONS	RESPONSIBILITIES	TIMESCALES
To regularly review Council activities and assess potential risks	Review the Council's financial procedures including: <ol style="list-style-type: none"> 1. Risk Management Schedule 2. Financial Regulations 3. Asset Register 4. banking arrangements 	Council	Agenda item at the March 2025 meeting
Review all Council procedures	Create and follow a rolling timetable of review for all policies and procedures	Clerk/Council	Ongoing

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AIM: To comply with all relevant legislation			
OBJECTIVES	ACTIONS	RESPONSIBILITIES	TIMESCALES
To complete Annual Governance & Accountability Return and associated tasks within designated timescales	Maintain accurate financial records in accordance with Accounts & Audit Regulations 2015	Clerk	Ongoing
	Arrange an Internal Audit and take note of any recommendations	Clerk/Council	May 2024
	Review, approve and sign the annual governance statement	Council/Chair/Clerk	May 2024
	Review, approve and sign the annual accounting statement	Council/Chair/Clerk	May 2024
	Compete and sign certificate to declare exemption from external audit	Chair/Clerk	May 2024
	Publicise commencement of period for exercise of public rights	Clerk	June 2024
To comply with Transparency Code	Upload all required information to website within designated timescales	Clerk	Ongoing
	Review information available under the Model Scheme of Publication annually	Council	May 2024
To comply with all other relevant legislation	Regularly review changes in current or new legislation by monitoring information provided by Norfolk Association of Local Council and other support Local Government sources.	Clerk/Council	Ongoing

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AIM: To engage with the local community			
OBJECTIVES	ACTIONS	RESPONSIBILITIES	TIMESCALES
To provide opportunities for community engagement	Encourage attendance at parish meetings by promoting openness and transparency including:		
	1. Keeping website updated with information about the Council	Clerk	Ongoing
	2. Keeping notice boards updated with information about the Council	Clerk	Ongoing
	3. Including information about the Council in local publications (e.g. village newsletters)	Clerk	Ongoing
	4. Consider topics/speakers for annual parish meeting	Clerk/Council	November 2024
AIM: To represent the parishioners views at local, county and national level			
OBJECTIVES	ACTIONS	RESPONSIBILITIES	TIMESCALES
To act as statutory consultees on planning matters	Review and respond to all planning matters within designated timeframes (delegating responsibility where necessary)	Clerk/Council (Planning Working Group as required)	Ongoing
To lobby Norfolk County Council Highways Dept. to provide satisfactory upkeep and repairs to parish roads	Review highways matters at every meeting	Council	Bi-monthly
	Report any defect or issues for concern promptly	Clerk	Ongoing
To be aware of local infrastructure matters	Include relevant infrastructure matters on agendas for discussion	Council/Clerk	As required
	Agree any actions needed and carry out in a timely manner	Council/Clerk	As required