

# STIFFKEY PARISH COUNCIL ACTION PLAN 2015/16

## **Introduction**

The Action Plan has been agreed by members and will be used in the compilation of the budget. It also identifies the aims of the Council and the means by which they will be achieved. The Action Plan will be reviewed during the year so that the Council can ensure it has achieved its objectives. A new Action Plan is written each year.

## **Background to Parish Councils and our Council**

The Council is the statutory tier of local government closest to the people. Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. As such key roles in our Council are:

- ✓ consultees to the planning authority in respect of planning applications and forward planning.
- ✓ undertaking of projects and functions that benefit local residents, visitors and the wider business community.
- ✓ working in partnership with other bodies to achieve benefits for the parish.
- ✓ alert relevant authorities to problems that arise or work that needs to be undertaken.
- ✓ communicate effectively with all residents by electronic and hard copy means.

A Parish Council have a wide range of powers which enable them to undertake their functions. A Parish Council also has statutory duties, not least the need for good governance.

Local Councils have the power to raise money through taxation, the precept, which is the parish council's share of the council tax. In our parish income other than through the precept is very small. In order to help plan for the year ahead, the Action Plan details the key aims and objectives to be achieved during 2015/16,

## **Aims and Objectives**

The Parish Council aims to serve its local community and to improve and widen the services and activities it undertakes for the community. It aims to respond to community need and to disseminate information concerning its activities to its parishioners and the wider community. The key objectives of the Council for 2015/16 are to plan for the future upkeep of Council assets; to ensure that services provided are of the highest standard; to provide training opportunities for its elected members and officer; to maintain and improve its means of communication to its parishioners. In addition and as an annual task the Council will respond to the recommendations of Audit both Internal and External.

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ACTION PLAN 2015/16**

	<b>Who</b>	<b>When</b>	<b>What</b>
<b>Upkeep of Council Assets</b>	Parish Clerk	Prior to renewal of Insurance Policy - July	Compile an Asset Register
	Councillors		Maintain a Visual Inspection of assets
<b>Ensure highest standards in the services it provides, and in communicating with the public</b>	Parish Clerk	Before and after meetings	Displays minutes and agendas and other information in line with the Transparency Code.  Provide more dog waste bins and monitor their use and effectiveness  Maintain footpaths, bridleways and permissive paths
	Councillors	By August 2015	
	Councillors, Highways	Depending on location	
<b>Provide training opportunities for members and staff</b>	New councillors	Within 6 months of starting	Initial Training for Councillors (as provided by NorfolkALC)
	New Clerk		
<b>Review of projects undertaken</b>	Councillors	At PC meetings	Progress the SAM2 project.
			Discuss and monitor results from SAM2
<b>Responding to Audit recommendations</b>	Parish Clerk / RFO	Following receipt of auditors' reports	Advertise Act upon recommendations
<b>Conduct a review of Council records kept in the VH and organise appropriate archiving</b>	Parish Clerk	Working with Stiffkey History Group	Review paperwork and records stored in the VH
	Councillors		Store important documents with NRO
<b>Review Charities in respect of Village Hall and Playing Field</b>	Parish Clerk	Arrange Mngt Meetings at agreed dates	Update Charity Commission website
	Members		Review grant fund received for PF
	Representative members		Future plans for both PF and VH

Date of adoption 2015/16 Action Plan October 2015

Agreed date for review of progress of the Action Plan May 2016