

ALL SAINTS PARISH COUNCIL - ACTION PLAN 2023 - 2024 v1. December 2023

OBJECTIVE	ACTIONS REQUIRED	TIMESCALE	ACTION BY
Action Plan	Review and Update at least twice a year	Ongoing	Clerk & Cllrs.
Pavilion & Cricket Field lease	Review Lease (4+ years remaining) ? Long term plan	Ongoing	Cllrs to examine lease & determine options
Pavilion & Cricket Field	Establish Working group - Strategic & operation plans	Ongoing	notify Jan 24 ASPC & set up following Mar24 ASPC
Pavilion & Cricket Field	Maintenance & upkeep of Pavilion & field	Ongoing	Clerk & Cllrs.
Website	New website under development by J Adams	Ongoing	Establish working group with J Adams Mar ASPC
Noticeboards	Review and replace noticeboards as required	Ongoing	Cllrs agreed (29/11/23) Installation due shortly
Community Engagement	Continue to make public welcome at all meetings	Ongoing	Clerk, Chair, Members
	effective use of websites & social media,	Ongoing	via working group see above
	maintain and update noticeboards	Ongoing	Clerk
	ASPC meetings more proactive & interactive	Ongoing	Cllrs, Clerk
	Restore links with Church and Village School	Ongoing	Cllrs, Clerk
Parish Maintenance	To ensure parish maintenance is funded and executed	Ongoing	Clerk & Cllrs.
	Liaise with Path Warden (TP)	Ongoing	Clerk & Cllrs & TP.
	Liaise with Tree Warden	Ongoing	Clerk & Cllrs & MD.
Training	To ensure all staff and members participate as relevant	Ongoing	
	Clerk to undertake CiLCA introduction course ₃	Ongoing	Clerk
Planning	To work towards NHP and to engage with parish residents	Ongoing	Clerk, Cllrs, Planning Meetings, EDDC

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Financial Accountability	Start Budget / Precept discussions in timely fashion	Completed	Clerk & Cllrs by Jan each year	
	Reorganise & simplify financial spreadsheets	Ongoing	Clerk & Cllr Fletcher by end March 2024	
	Prepare documentation of Accounting process	Ongoing	Clerk & Cllr Fletcher by end Mach 2024	
	Completion of Accounts for Year End (Apr to Mar)	Ongoing	Clerk & Cllr Fletcher by end May 2024	
	Produce Annual return (after Year End)	Ongoing	Clerk & Cllr Fletcher	
	Claim exemption from External Audit	Ongoing	Clerk by end April 2024	
	Arrange for independent Internal Audit of Accounts	Annual review of Standing Orders, Financial Regs etc.	Ongoing	Clerk & Cllrs by end March 2024
		Communicate Financial matters to parish residents	Ongoing	Clerk & Cllrs
	Update Risk Management Plan	Ongoing	Clerk & Cllrs by end March 2024	
	Highways	Speed control, potholes, road maintenance etc.	Ongoing	Clerk & Cllrs - recent meeting with DCC Highways
	Environmental Plan	Flood risks, Road safety issues,	Ongoing	Clerk & Cllrs
	Good Governance of Parish	Work towards GPC ² / Quality Status as above	Ongoing	Clerk.
		Liaise with adjoining parishes for support / cooperation	Yarty Chairs?	Clerk, Cllrs, Members, Other Councils

1 Devon Association Local Council, Society Local Council Clerks

2 General Power of Competence

3 Certificate in Local Council Administration

4 Village Hall Management Committee