

**SPELSBURY PARISH COUNCIL
ACTION PLAN 2025-2026**

| 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, June 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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| 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 – May | |
| | 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 to OALC, SLCC | Council | Approval – May | |
| | | Clerk – process renewals | Clerk | Renewals - ongoing | |
| GROUNDS MAINTENANCE To upkeep open spaces | To manage cutting of grass and hedges in playground To manage cutting of grass of triangle in Spelsbury | Manage contractor and monitor areas | Clerk | Ongoing | |
| 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 | |
| | | Monthly inspection to ensure safety. Action taken as required. | Clerk | Monthly | |
| | Leasehold responsibilities | Confirm payment of annual land rent via DD Monthly site inspection Maintenance | Clerk Clerk/councillors Clerk/councillors | October Monthly Ongoing | |

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| 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 | Council - invite community to council meetings Councillors - write articles for Newsletter Clerk - update website regularly Clerk -update Facebook regularly | Clerk Councillors | Ongoing | |
| DATA PROTECTION To comply with the law | To ensure regulations are met | Annual ICO renewal via DD | Clerk | July | |
| | | Update policies as required | Clerk | Ongoing | |
| | | Data destruction as required | Clerk | Ongoing | |
| WEBSITE 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 | |