SPELSBURY PARISH COUNCIL
ACTION PLAN 2027-2028

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 – June/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 Clerk – process renewals	Council Clerk	Approval – May Renewals - ongoing	
GROUNDS MAINTENANCE To upkeep open spaces	To manage cutting of grass and hedges in playground	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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	Upgrade the playground	To replace existing seesaw with new equipment	Clerk Council	May	
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	To meet Transparency Regulations	Review website and amend as required	Clerk	Ongoing	
	To meet Accessibility Regulations	Review website and update as required	Clerk	Ongoing	

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engage the community	To engage with the community	Update regularly	Clerk	Ongoing	
LOCAL GOVERNMENT REORGANISATION	To engage with the new unitary and make changes as required		Clerk Councillors	Ongoing	