| **Portfolio** | **Portfolio Lead, and Key Deliverables** | **Assigned project lead (if not portfolio lead)** | **Frequency** |
| --- | --- | --- | --- |
| **FINANCE, GOVERNANCE, HEALTH & SAFETY** | ***Overall supervision of the Council and of budget, finance, Council meetings, and health & safety issues in compliance with the law (Gina Pearce)***  Publish regular information about parish finances, precept, and audits etc  Submit Annual Governance and Accountability Return to External Auditor  Organise the “Exercise of Public Rights” to inspect parish accounts  Internal check by councillor  Organisation of independent internal audit  Draft, approve, and monitor budget  Hold regular Council meetings, open to public, with published agenda and timely minutes  Review and update all required policies as needed  Ensure adequate insurance coverage, and deal with ongoing claims  Organise new Council election New councillor induction  Maintain parish subscriptions and parish access to relevant advice & training  Risk assessments to ensure H&S compliance at all events and activities  Ensure data protection compliance & Information Commissioner Office renewal  Ensure compliance with accessibility and transparency regulations | Clerk  Clerk  Clerk  Jeremy  Clerk  Council  Clerk  Clerk  Jeremy/ Clerk  WODC Clerk  Clerk  Clerk  Clerk  Clerk | Ongoing/per law  Annual  Annual  Biennial  Annual  Annual cycle  Monthly  Annual  Annual/ongoing  May 2023 By May 2023  Ongoing  Ongoing  Ongoing  Ongoing |
| **PLANNING & ENVIRONMENT** | ***Management of the village’s natural environment, and of existing and potential impacts on that environment (Jeremy Russ)***  Review, and comment to WODC as appropriate, upon all planning applications in the parish  Manage church yard and burial ground grass cutting, walls, and headstones  Manage grass cutting on playing field, playground, and village greens  Tree survey and follow up  Coordinate with OCC to ensure parish salt bins are stocked before winter  Continued coordination & engagement on traffic management issues  Review and engage with village on local level climate change mitigation opportunities | Tom/Clerk  Clerk  Tom  Gina  Tom | Ongoing  Ongoing  Ongoing  Biennial  Annual  Ongoing  Ongoing |
| **BEREAVEMENT SERVICES** | ***Management of the burial ground in compliance with the law, including proper maintenance of records for any transactions, transfers and interments (Kevin Ward)***  Manage burial ground grass cutting and drainage | Jeremy |  |
| **VILLAGE ASSETS** | ***Responsible for playground, village hall and its grounds and car park, pavilion, and other village assets (phonebox, benches) (Luke Caunt)***  External annual safety inspection of playground  Organise repairs as needed to playground, and weekly inspection  Upgrade village car park as funds allow  Upgrade and keep village hall CCTV operational  Repair church lych-gate  Annual inspection of all council assets | Clerk  Clerk  Jeremy  Tom  Appointed councillor | Annual  Ongoing  Ongoing  Ongoing  By end 2021  Annual |
| **MEDIA, EVENTS, & COMMUNITY ENGAGEMENT** | ***Supporting effective communication, parishioner engagement, and Council support to the Village Hall events committee (Tom Butler?)***  Keep village website, Facebook page, & notice board up to date & informative  Use above channels to engage and consult with the community on parish priorities  Coordinate with Village Hall committee to support key events (e.g. platinum jubilee) | Clerk  Gina | Ongoing  Ongoing  Annual |

| **Aim** | **Objective** | **Action** | **Who** | **Completion Date** | **Update** |
| --- | --- | --- | --- | --- | --- |
| **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 information to inform residents | Invite community to council meetings  Update website regularly  Update Facebook regularly  Update noticeboard regularly | Councillors  Clerk  Clerk  Clerk | Ongoing |  |
| **COUNCIL ELECTION AND NEW COUNCIL**  To comply with the law, orient new councillors and engage the community | May 2023 council election | Arrange Annual Council Meeting | Clerk | May 2023 |  |
| To aid new councillors | Arrange orientation meeting for new councillors | Clerk | May 2023 |  |
| Arrange training for new councillors | Clerk | May 2023 |  |
| To comply with the law | Ensure paperwork is signed and retained/sent to WODC as required | Clerk | May 2023 |  |
| **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 |  |
| Weekly inspection to ensure safety | Nominated councillors and Clerk | Ongoing |  |
| Undertake repairs as required | Clerk | Ongoing |  |
| **GROUNDS MAINTENANCE** To upkeep open spaces | To manage cutting of grass on playing field and playground | Clerk – obtain quotations  Council – select contractor  Manage contractor and monitor areas | Clerk  Council  Clerk/Councillors | Ongoing |  |
| To manage cutting of grass on Village Greens | Clerk – obtain quotations  Council – select contractor  Manage contractor and monitor areas | Clerk  Council  Clerk/Councillors | Ongoing |  |
| To manage trees under council responsibility | Arrange tree survey as required  Arrange trees works as required | Clerk  Clerk | Biennally  Ongoing |  |
| **NEW BURIAL GROUND** | To maintain burial administration services  To maintain the burial grounds  To ensure all legal responsibilities are carried out | Maintain burial documents  Manage contractors and monitor burial ground  Update as required | Clerk  Clerk/councillors  Clerk | Ongoing  Ongoing  Ongoing |  |
| **CLOSED CHURCHYARD** | To maintain the closed churchyard of St Michaels & All Angels | Manage contractors and monitor churchyard | Clerk/councillors | Ongoing |  |
| **LYCHGATE** | Complete repairs | Manage contractors | Clerk/councillors | Ongoing |  |
| **PAVILION** | Subsidence insurance claim | Liaise with insurer and their contractors | Clerk | Ongoing |  |
| Impact damage insurance claim | Liaise with insurer and their contractors | Clerk | Ongoing |  |
| **VILLAGE GREEN** | Regeneration of bus shelter |  |  |  |  |
| **PLANNING APPLICATIONS** To monitor development and planning | To consider all planning applications which fall within, and impact upon, the Parish | Ensure planning applications are notified to councillors and placed on agenda, request extension if necessary  Update planning overview spreadsheet as required  Comments made at meetings or via delegated clerk authority | Clerk  Clerk  Council | Planning comments sent to WODC as required within agreed dates |  |
| **GRIT/SALT** Provision of salt/grit for parish | To ensure grit is available for parish as required | Order salt/grit from OCC as required | Clerk | September |  |
| To ensure grit is available for parish as required | Distribute grit/salt bags as required | Nominated councillor | Ongoing |  |
| **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 – provide information for internal audit  Council - approve at first possible council meeting, June at latest  Clerk - required information sent to Auditor | Clerk  Council  Clerk | Internal audit – April/May  Approve – May/June  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/June  Publish – June/July |  |
| Ensure council compliance with regulations | Internal Financial Check by councillor | Councillor | Bi- annually |  |
| Internal Audit by independent internal auditor | Clerk – obtain quotations  Council – select internal auditor  Clerk – contact auditor | April  May/June  May/June |  |
|  | Create budget and provide updates | Create draft budget  Approve budget  Budget updates | Clerk  Council  Clerk | September  October/November  Monthly |  |
| **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 |  |
| **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 |  |
| **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 | Review and renew insurance  Risk assessments | Clerk  Clerk | Renewal – October  Reviewed annually, updated as required |  |
| To ensure there is adequate insurance cover | Review and renew insurance  Review asset re-insurance values | Clerk | Renewal - October |  |
| **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 | Clerk | Ongoing |  |
| Asset register updated as required | Clerk | Ongoing |  |
| Asset map created and 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 at ACM  Clerk – process renewals | Council  Clerk | Approval – May  Renewals - ongoing |  |
| **DATA PROTECTION**  To comply with the law | To ensure regulations are met | Annual ICO renewal | Clerk | July |  |
| **WEBSITE**  To comply with the law and engage the community | To ensure regulations are met  To meet Transparency Regulations | Update policies as required | Clerk | Ongoing |  |
| Data destruction as required | Clerk | Ongoing |  |
| 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 |  |