| **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 etcSubmit Annual Governance and Accountability Return to External AuditorOrganise the “Exercise of Public Rights” to inspect parish accountsInternal check by councillorOrganisation of independent internal auditDraft, approve, and monitor budgetHold regular Council meetings, open to public, with published agenda and timely minutesReview and update all required policies as neededEnsure adequate insurance coverage, and deal with ongoing claimsOrganise new Council electionNew councillor inductionMaintain parish subscriptions and parish access to relevant advice & trainingRisk assessments to ensure H&S compliance at all events and activitiesEnsure data protection compliance & Information Commissioner Office renewalEnsure compliance with accessibility and transparency regulations | ClerkClerkClerkJeremyClerkCouncilClerkClerkJeremy/ ClerkWODCClerkClerkClerkClerkClerk | Ongoing/per law AnnualAnnualBiennialAnnualAnnual cycleMonthlyAnnualAnnual/ongoingMay 2023By May 2023OngoingOngoingOngoingOngoing |
| **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 parishManage church yard and burial ground grass cutting, walls, and headstonesManage grass cutting on playing field, playground, and village greensTree survey and follow upCoordinate with OCC to ensure parish salt bins are stocked before winterContinued coordination & engagement on traffic management issuesReview and engage with village on local level climate change mitigation opportunities | Tom/ClerkClerkTomGinaTom | OngoingOngoingOngoingBiennialAnnualOngoingOngoing |
| **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 playgroundOrganise repairs as needed to playground, and weekly inspectionUpgrade village car park as funds allowUpgrade and keep village hall CCTV operationalRepair church lych-gate Annual inspection of all council assets | Clerk ClerkJeremyTomAppointed councillor | AnnualOngoingOngoingOngoingBy end 2021Annual |
| **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 & informativeUse above channels to engage and consult with the community on parish prioritiesCoordinate with Village Hall committee to support key events (e.g. platinum jubilee) | ClerkGina | OngoingOngoingAnnual |

| **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 parishTo provide information to inform residents | Invite community to council meetingsUpdate website regularlyUpdate Facebook regularlyUpdate noticeboard regularly | CouncillorsClerkClerkClerk | 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 facilitiesTo 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 quotationsCouncil – select contractorManage contractor and monitor areas | ClerkCouncilClerk/Councillors | Ongoing |  |
| To manage cutting of grass on Village Greens | Clerk – obtain quotationsCouncil – select contractorManage contractor and monitor areas | ClerkCouncilClerk/Councillors | Ongoing |  |
| To manage trees under council responsibility | Arrange tree survey as requiredArrange trees works as required | ClerkClerk | BiennallyOngoing |  |
| **NEW BURIAL GROUND** | To maintain burial administration servicesTo maintain the burial groundsTo ensure all legal responsibilities are carried out | Maintain burial documentsManage contractors and monitor burial groundUpdate as required | ClerkClerk/councillorsClerk | OngoingOngoingOngoing |  |
| **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 necessaryUpdate planning overview spreadsheet as requiredComments made at meetings or via delegated clerk authority | ClerkClerkCouncil | 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 auditCouncil - approve at first possible council meeting, June at latestClerk - required information sent to Auditor | ClerkCouncilClerk | Internal audit – April/MayApprove – May/JuneSend to Auditor – May/June |  |
| Exercise of Public Rights | Council - agree dates of Exercise of Public Rights. Clerk - publish on website & noticeboards | CouncilClerk | Date agreement – May/JunePublish – June/July |  |
| Ensure council compliance with regulations | Internal Financial Check by councillor | Councillor | Bi- annually  |  |
| Internal Audit by independent internal auditor | Clerk – obtain quotationsCouncil – select internal auditorClerk – contact auditor | AprilMay/JuneMay/June |  |
|  | Create budget and provide updates | Create draft budgetApprove budgetBudget updates | ClerkCouncilClerk | SeptemberOctober/NovemberMonthly |  |
| **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 meetingsDraft minutes – publish within 30 days of meetingContact 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 | ClerkCouncil | 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 insuranceRisk assessments | ClerkClerk | Renewal – OctoberReviewed annually, updated as required |  |
| To ensure there is adequate insurance cover | Review and renew insuranceReview 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 ACMClerk – process renewals | CouncilClerk | Approval – MayRenewals - 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 metTo 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 |  |