



## **FELPHAM PARISH COUNCIL ACTION PLAN APR 2023 – MAR 2024**

Felpham Parish Council will publish its action plan annually in March, for the forthcoming financial year. The Plan will be drawn from the annual budget which includes project expenditure for the forthcoming year; from matters raised by members of the public during the year, and from matters identified within parish council meetings. The Parish Council will continually review the Action Plan adding issues that rise throughout the year.

<b><u>AIM</u></b>	<b><u>OBJECTIVE</u></b>	<b><u>ACTION</u></b>	<b><u>WHO</u></b>	<b><u>COMPLETION DATE</u></b>	<b><u>UPDATE</u></b>
<b>FINANCE AND ADMINISTRATION</b>					
To comply with the law and inform the community	Ensure that there is transparent information about payments, audit documents, budget, precept.	Publish on the website and on noticeboards (audit). Review and approve the monthly expenditure payments list for the Council to ensure compliance with Financial Regulations	Clerk, RFO, Parish Council	Within 1 month of approval by Council or Auditor	Website updated weekly, noticeboards as required
To comply with the law and inform the community	Annually review any subscriptions, service provision, maintenance and/or repair agreements with suppliers to ensure continued necessity, suitability, and value for money	Regular ongoing checks with annual reviews	Clerk, RFO, Parish Council	Annually	
To comply with the law and inform the community	Ensure the necessary internal and external audits are carried out and that their findings are fully communicated to Full Council. Where recommendations are made as part of the audit process and once agreed	Notify Council of conclusion at meeting. Publish on website & noticeboards	Clerk, RFO, Parish Council	Within 1 month of approval by Council or Auditor	

	ensure they are implemented.				
To comply with the law and ensure appropriate insurance cover	To be responsible for ensuring there is adequate insurance cover in place for council assets and appropriate fidelity guarantee for members and officers which shall cover the maximum risk exposure which it to be determined annually by the committee	Renew PC Insurance	Clerk, RFO & Council	Insurance renewal 1st June 2023	
To comply with the law and ensure safety	Annually review the council corporate risk assessment in accordance with the risk assessment policy and recommend to Council for adoption	Risk Management Schedule - reviewed by Finance Committee annually	Clerk, RFO & Council  List of areas to be drawn up and risk assessment forms to be Completed	Risk Management Schedule review May 2023	
To comply with the law and ensure safety, maintenance etc of assets	Annually review the council asset register and asset register policy and to ensure that a plan is in place to ensure that the Councils assets are maintained in a safe and proper condition. It should include plans and projected costs for the renewal, replacement, renovation and/or repair of assets.	Check on a regular basis that council assets are maintained and in good working order.	Clerk/RFO /Council Administration and Facilities Clerk	Ongoing with annual Risk Management Schedule assessment due May 2023. Asset Register to be reviewed in May annual meeting	
To comply with the law	Data Protection/GDPR Review to ensure regulations are met	Review Data Protection and update as necessary	DPO, Clerk, RFO, Parish Council	Annually	
To comply with the law and inform the community	Recommend to Council the approval of the Annual Return inclusive of the financial statements and supporting documentation objectives and where possible, develop a 3–5-year plan and recommend to Council to adopt this would be a living document and subject to review when required.	To be agreed at May Council meeting. Send to External Auditors & publish on website and noticeboards	Clerk, RFO, Parish Council	May 2023	

To comply with the law and inform the community	Review Standing Orders, Financial Regulations and all Council Policies at least annually, or as and when required.	Clerk to ensure annual review processes are on May agenda.	Clerk and Parish Council	May 2023	
	Review, approve and present to Main Council in December the draft budget prepared by the RFO which will include all committee budgets, grants levels and figures for the following year.	Clerk to ensure on agendas for committees and Main Council meetings Oct – Dec 2023. RFO to prepare and present budgets	Clerk, RFO, Parish Council	Oct – Dec 2023	
To comply with the law and inform the community	Review and approve the budget as prepared by the RFO ensuring it gives full details of the precept to be levied by the Parish Council, ensuring this is submitted to the appropriate authority prior to the deadline for such submissions.	Clerk to ensure on agenda for Main Council Jan 2023. RFO to send figures to ADC.	Clerk, RFO, Parish Council	Jan 2023	
To comply with the law and ensure the smooth running of administration	Review and manage the general administration of the council. Work closely with the Clerk to the Council to ensure the council is efficiently and properly run, reviewing and adopting best practice when necessary.	Publish agendas, minutes, and means of contacting the Council on the website / noticeboards  Calendar of Meetings	Clerk & Parish Council	Agendas & minutes ongoing, to be published within one month of availability/approval by Council. Contact details updated as necessary January 2024	
To comply with the law and inform the community	Review and make recommendations to Main Council regarding applications for grants as part of the Annual Grants Award process. In addition to approve/decline and additional request for discretionary funding.	Working Party make recommendations to Finance and Administration Committee. Ratified by Main Council.	Grants Working Party/Parish Council/Clerk	Sep – Apr 2023	
To comply with the law and inform the community	To administer all contracts/leases and licences once in place for the Council. Ensure compliance with the requirements contained within said contract/leases and licences. If required to refer contract(s) back to the appropriate Committee to review and	Maintain and review contracts/leases and licences annually or as necessary including St. Michael's Island and Fisherman's Gardens	Clerk/RFO Parish Council	Ongoing	

	update.				
To keep up to date	Support the Clerk to The Council in seeking further advice or guidance through other regulatory bodies or associations	Council to approve annual subscriptions to - NALC/SLCC, Information Commissioners Office and other bodies.	Clerk & Parish Council	Annual	
To work to improve road safety within the parish in conjunction with the relevant authorities	Ensure that matters associated with highways (but not paths or footways) are brought to the attention of the Council and where necessary forward these to either WSCC or ADC as appropriate.	To monitor matters associated with highways and forward to WSCC/ADC as necessary	Clerk, Parish Council	Ongoing	
To provide car parking	Car Parks - to contribute towards free provision of car parking at Grassmere Car Park and Links Avenue Car Park	To monitor use of the car park and report and issues to Arun Car Parks.	Clerk/RFO Parish Council	Ongoing	Provision included in budget
To comply with the law, ensure safety and inform the community	To have overall governance of the Community Hall through the RFO/Hall Manager. Monitor income v expenditure and ensure the best utilisation of the hall. Ensure that the hall meets all statutory requirements in respect of Health and Safety, Inspections, safety and security.	Review and approve the monthly expenditure payments list for the Council. Review the monthly Hall Report.	RFO/Hall Manager, Hall Assistant, Parish Council	Security check nightly Monthly Health and Safety Walk HSE village and community halls	
To comply with the law, ensure safety and inform the community	Ensure the Community Hall has a medium to long term plan for significant/major maintenance and that these costs are factored into the pricing policy for the hiring of the hall, its rooms or assets.	Risk Management Schedule - reviewed by Finance Committee annually. Monthly reports to Finance committee.	RFO/Hall Manager, Hall Assistant, Parish Council	Quarterly review Future works budgeted for.	
To comply with the law and inform the community	To monitor the maintenance and equipment budgets allocated at the building handover. To record expenditure and to review future expenditure in line with the 10-year plan for these budgets	Check on a regular basis that council assets are maintained and in good working order Review and approve the monthly expenditure payments list for the Council. Review the monthly Hall	RFO/Hall Manager, Hall Assistant, Parish Council	Commences annually April 2023 to assist budget setting for following year.	

		Report.			
To ensure staff and councillors are trained to the highest standard and keep up-to-date with legislation	Support staff and councillor training and development opportunities.	All councillors to have undertaken Councillor Training and review if current training over 4 years old. All councillors to undertake Code of Conduct Training. Clerk to create a New Members Induction Pack.	Clerk & Councillors	Ongoing	Training and Development Policy drafted Jan 2023
<b><u>PLANNING, LICENCING AND NEIGHBOURHOOD PLAN</u></b>					
To participate in all relevant consultations	Review planning applications within the Parish and either approve or object in line with planning policy & regulations, building regulations, ADC local planning policies, the NP/FDG or ADC Local Plan. If an objection is lodged, it must be supported by reasons and if appropriate referring to the guidance, policies, or statutory regulations.	Clerk to ensure planning applications are notified to councillors and placed on agenda. Clerk to seek time extensions from ADC if necessary.	Clerk and Parish Council	Planning comments sent to Arun District Council - ongoing	Planning applications considered at monthly planning committee meetings
To participate in all relevant consultations	In exceptional circumstances the committee or its representative(s) may be asked to attend meetings, including planning meetings at ADC, should it be necessary, and to either report back to Council and/or comment on significant planning applications which may not be located within the Parish, but have the potential to directly affect the Parish of Felpham or its residents.	Councillor representative to attend with an account of the meeting/consultation will be reported to the Committee at the next meeting.	Parish Council	Ongoing	
To participate in all relevant consultations	Undertake the process involved in the review and revision (update/modification) of the Felpham Parish Council Neighbourhood Plan.	Monthly agenda item prior to review date. Clerk to monitoring how the local planning authority is making decisions on planning applications and the degree to which neighbourhood plan	Parish Council	Ongoing	

		policies are being considered.			
To participate in all relevant consultations	To review and comment on licensing applications as appropriate.	Clerk to ensure licensing applications are notified to councillors and placed on agenda. Clerk to seek time extensions from ADC if necessary.	Clerk & Parish Council	Ongoing	Planning applications considered at monthly planning committee meetings
<b>ALLOTMENTS AND OPEN SPACES</b>					
To upkeep open spaces	Oversee the management of the allotments in Felpham. Provide advice and support to help maintain the sites as a viable and useful asset to the village	To ensure the allotments remain financially viable. Ensure they are kept clean and tidy so that new tenants can be attracted. FAGs to provide monthly report.	Council Administration and Facilities Clerk	Inspections completed at St. Michael's and invoices issued Feb 2023	
To upkeep open spaces and ensure safety	Monitor the condition of publicly accessible areas in Felpham. To report to the appropriate authority when attention is required either through councillors' direct observations or when reported by members of the public.	Clerk to request reports from ADC officers monthly on outdoor areas. To monitor related matters associated with highways and forward to ADC as necessary	Clerk & Parish Council	Ongoing	Monthly agenda item at committee.
To upkeep open spaces and ensure safety	Identify and report maintenance and repair work on footpaths and public rights of way.	Clerk to monitor related matters associated with footpaths and forward to WSCC as necessary.	Clerk & Parish Council	Ongoing	
To upkeep open spaces	Receive reports from the Tree Warden and where necessary direct actions that may arise out of these reports.	Tree Warden to monitor TPO applications and report.	Clerk & Tree Warden	Ongoing	Monthly agenda item at committee
To upkeep open spaces and ensure safety	Ensure trees which have been planted by FPC are suitably managed in respect of growth, overhanging branches, damage etc. Where necessary approve replacement.	Tree survey to be completed and report written. To undertake works identified from survey	Clerk & Tree Warden	Survey to be undertaken every two years - due 2024	
To upkeep open spaces	To manage the cutting of the grass and hedges at St.Michael's Allotments, Grassmere Parade, Binsted Avenue.	Obtain quotes, agree best value for money contract and monitor on	Clerk & Parish Council	Ongoing	

		monthly basis			
<b>PROJECTS</b>					
To comply with the law and engage with the community	To identify/undertake projects that are within the authority/power of the Council to deliver. To receive and evaluate all suggestions/proposals for projects, including those from other Committees, or those received from external sources.	Demonstrate the benefits the project will bring to the village, what costs may be incurred and how this justifies the budget. To ensure that there is a "Library" of potential future budgets with indicative likely expenditure to give a long-term project programme.	Clerk/RFO Parish Council	Ongoing	Monthly agenda item
To engage with the community	To organise and promote events, entertainments, recreational matters and tourism as appropriate, in liaison or partnership with the ADC Events Officer or other external bodies.	To undertake Annual Event – Fun on the Prom. To promote via website, social media, banners, posters. Where appropriate form and delegate to sub committee's specific projects and include where identified their own budget.	Clerk & Council Administration and Facilities Clerk	Aug 2023	Booked with ADC Events. Safety Plan, Risk assessment completed. Entertainment booked.
To engage with the community	Ensure residents are kept aware of the actions of the Projects Group and the Council as a whole. This includes publicly engaging with residents whenever appropriate.	Parish Council to establish a working relationship with local groups. Website/newsletter/social media focus on interaction and information for residents	Clerk & Parish Council	Ongoing	
To comply with the law and engage with the community	Manage projects through to completion.	Once complete ensure any ongoing administrative requirement is passed to the F&A committee.	Clerk, RFO & Parish Council	Ongoing	

To engage with the community	To continually evolve longer running projects, such as defibrillators and addressing, climate change so that they can remain current to the prevailing situation.	Additional defibrillators throughout the Parish.	Clerk & Parish Council	Ongoing	Monthly agenda item at committee.
To engage with the community and ensure safety	Organise and run a voluntary emergency resilience group.	Provide training and equipment. Work with other partners including ADC, WSCC and the Emergency services	Parish Council	Ongoing	Monthly agenda item at committee.

**Date of policy:**

**Approving committee: Main Council**

**Date of committee meeting:**

**Policy version reference:**

**Policy effective from:**

**Date for next review:**

**Policy Adopted:**