****

**Trunch Parish Council: Strategic Action plan 1st April 2024 to 31st March 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| **Aim** | **Objectives** | **Actions** | **Achieved by** |
| **Complete Internal Audit and AGAR** | To complete AGAR within time limitations | Clerk/RFO to prepare year end accounts liaising with Internal Auditor and Chairman ensuring council have an understanding of process and accounts | By end of June 2024 |
| **Bank signatories and access** | To ensure that previous Chair and Councillors are removed from bank mandate and to add new Chair and one other signatory | Clerk to contact Barclays and ensure correct mandates are completed. Change of address and contact details to be updated | By end of April 2024 |
| **St James Trust Unit Trust Funds** | To ensure that previous councillors are removed from mandate and new signatories added | Clerk to ensure that mandate and contact details are updated | By end of April 2024 |
| **Review of financial investments** | To review current investments to obtain best access/interest | Cllr Miles/Clerk to investigate investment opportunities against Unit trust interest and return | By end of May 2024 |
| **VAT return** | To submit VAT 126 return in appropriate time window | Clerk to submit annual VAT return | By end of March 2025 |
| **Scribe subscription to be cancelled and revert to internal accounts system** | Agreed by Council that account system is not relevant for council administration and to produce inhouse accounts | Clerk to cancel subscription and create inhouse account system | By mid-April 2024 |
| **Annual Parish Meeting** | Annual Parish Meeting to be held in May each year | Clerk to ensure AGM is in May meeting guidance | Ongoing |
| **Training** | Undertake any training as necessary | Clerk to complete CILCA  Clerk to complete FILCA  Clerk/Councillors to undertake Neighbourhood Planning training | By July 2024  By December 2024  July 2024 |
| **Emails and website** | GOV.UK email address to be adopted by Council  Website compliance to be monitored and checked | Clerk to work with IT provider to move to GOV.UK invoices  IT provider/clerk to work together to ensure website meets compliance legislation | By May 2024  Ongoing |
| **Communication** | Continue to develop and encourage positive communication between Council and parishioners | Quarterly newsletter to be published: Cllr Burns to publish pilot  Contribute to ‘Mardle’ on regular basis: Cllr Burns to submit updates  ‘Meet the Parish Council’ drop-in sessions on weekly basis: all councillors | Ongoing |
| **General Power of Competence** | Adoption of General Power of Competence | Council to decide whether to adopt General Power of Competence once Clerk has obtained CILCA | September 2024 |
| **Allotments** | * Update allotment agreements and policies with guidance from the National Allotment Society * Update invoicing process * Clear allotments removing rubbish and derelict outbuildings * Introduce water management system for preserving water | Clerk to work with Cllrs Gaynor and David Houlton to create agreements and policies  Clerk to issue invoices  Cllrs G an D Houlton to arrange skip and lead on project | By end of June 2024  By end of October 2024  By end of May 2024  By end of October 2024 |
| **Community Speed Awareness** | To continue to raise Speed Awareness  In the Village | Cllr Miles to liaise with Speedwatch Volunteers and community police officers, with regular traffic monitoring | Ongoing throughout the year |
| **Warm space transfer to community café** | To provide a community café for parishioners on a twice weekly basis using funding remaining from Warm Space Grant NSF. Remaining NSF funds to be returned if unspent by September 2024 | Cllrs Burn/Pearson/Wilson to work to provide a community café for parishioners finding specific place to hold café. Remaining NSF funds to be returned if unspent by September 2024 | By end of September 2024 |
| **Good neighbour scheme** | Continue to provide transport and help to parishioners via GNS. | Cllr Burns to continue to lead project and organise volunteers. No expenditure to council | Ongoing |
| **Improvements to playing field** | * Continue to monitor mole investation and plant bulbs as deterrent * Complete playing field survey in conjunction with Trunch Village Society and report to Council * Council to decide improvements to playing field and install any items if necessary | Cllr Burns to purchase bulbs and plant for next year  Cllr Wilson to report survey results  Cllrs to agree actions from survey and RFO to make any purchases | By end of September 2024  By May meeting 2024  Ongoing |
| **Neighbourhood Plan** | * Training to be undertaken * Neighbourhood plan to be developed | Clerk/Cllrs Miles/Wilson/Pearson to under training  Above Councillors to lead on plan | July 2024  Ongoing |
| **Recreation ground deeds** | Deeds to recreation ground showing gift to Parish to be found | Cllr Miles/Clerk to work to establish original deeds | Ongoing |
| **Highways – joining footpath** | Plan to connect Trunch Footpath 5 with South Repps Bridleway 11 | Cllr Fielding/Clerk to work with Highways to connect tracks to make one complete walk | Ongoing |