

Action Plan 2023 / 2024

Policy Number: RTC 30	Issue Number: 02
Issue Date: June 15 th 2021	Review Date: 21 st May 2024
Originator: Jayne Simpson	Agreed: RTC Full Council Meeting 16 th May 2023

Background

Ripley Town Council has adopted this Action Plan to provide a sound structure to the way it conducts its business.

Policy

Ripley Town Council Action Plan 2023 / 2024

Aim	Objective	Action	Who	Completion Date	Update
To comply with The law and inform the community	ACCOUNTS & AUDIT - To ensure that there is transparent information regarding payments, audit documents, budget and precept that there is transparent information	Publish on the website and on the noticeboard (Audit)	Town Clerk	Within 1 month of Approval by Council	Website updated with the information and notice boards as required
	Annual Return	To be agreed at June Annual Council Meeting, send to External Auditors and publish on website and notice board	Town Clerk and the Council	Before 3 rd July 2023.	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – 2022/23 - results will be published via the noticeboard, and website, from 3 rd July to 11 th August 2023.

To comply with the law and inform community	Exercise of Public Rights	Notify Council of conclusion at meeting. Publish on website & noticeboards	Town Clerk		
To comply with the law	TOWN COUNCIL ADMINISTRATION To ensure that the Town 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 / noticeboards	Town Clerk and the Council	Agendas & minutes ongoing, to be published within one week of availability/approval by Council. Contact details updated as necessary	Agenda/Minutes published within deadlines. Contact details last updated May 2023.
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To comply with the law	CALENDAR OF MEETINGS	Advertise the meeting schedule	Town Clerk	Calendar of Meetings – May 2023.	
To comply with the law	POLICIES - To ensure all council policies (including Financial Regulations & Standing Orders) and procedures are reviewed annually and updated as necessary	Town Clerk to ensure annual review processes are on May agenda.	Town Clerk and the Council	Main policies – May 2023 and amend / add as required throughout the year	Agreed
To monitor development and planning	PLANNING APPLICATIONS - To consider all planning applications which fall within, and impact upon, the Town.	Town Clerk to ensure the Planning Clerk planning applications are notified to Councillors and placed on agenda to seek time extensions from AVBC if necessary.	Planning Clerk and Planning Committee.	Planning comments sent to AVBC within 3 days of Planning Committee Meeting – ongoing	Monthly planning committee meetings held

To comply with the law and ensure safety	HEALTH & SAFETY - To ensure that the Council meets Health & Safety requirements for its staff, Councillors and public at events and activities. Ensure there is adequate Insurance Cover	Renew insurance Risk Management Schedule - reviewed by Full Council Annually List of areas to be drawnup and risk assessment forms to be completed	Town Clerk and the Council	Insurance - renewal July 2023 Risk Management Schedule – review May 2023 Risk Assessments – reviewed May 2023 and as and when required.	
Aim	Objective	Action	Who	Completion Date	Update
To comply with the law and ensure safety	ASSETS - To ensure that all council assets are maintained in a safe and proper manor	Town Clerk to check on a regular basis that council assets are maintained and in good working order.	Town Clerk	Ongoing with annual Risk Management Schedule assessment due May 2023. Asset Register to be reviewed with the Audit.	Inspections of assets ongoing
To keep up to date	SUBSCRIPTIONS - To ensure the Town Council has access to advice and training to keep well informed	Council to approve annual subscriptions to - DALC/SLCC, CPRE, ICO Information Commissioners Office.	Town Clerk and Council	May 2023 or when subscriptions are due.	

To ensure that the Town Clerk and Councillors maintain good practice.	TRAINING To ensure that the Town Clerk and Councillors undergo relevant training to enhance their roles.	All new Councillors must attend the Councillor Essential Training as a minimum requirement and attend other training courses relevant to their roles on committees. The Town Clerk must identify new legislation and keep abreast of change and source the relevant training	Town Clerk and Councillors	Ongoing	
Aim	Objective	Action	Who	Completion Date	Update
To engage with the Community	COMMUNITY ENGAGEMENT To engage with community groups and individuals to help shape the Town Council plans for the Town. To provide a minimum of four newsletters per annum delivered to all residential properties in the township (includes the villages) to inform residents. Also use Website and the Council's Facebook page.	To issue and produce regular newsletters with website and Facebook updates.	Town Clerk / Deputy Clerk	Continuous dialogue with local groups. Regular newsletters. Invites to Annual Meeting of the Township Website and Facebook ongoing	Annual meeting of the Township to take place on Tuesday 16th May 2023.
To comply with the law and engage with community.	WEBSITE – to keep the new website regularly updated	Keep updated on a regular basis	Town Clerk / Deputy Clerk	Ongoing	

To work together with community groups	To strengthen existing positive involvement with community groups.	Groups will be invited to apply for grant aid annually in line with the Grant Aid Policy. We will produce regular newsletters and disseminate information through the website / Facebook / noticeboards. Where possible, we will join forces with the business community,	Town Clerk / Deputy Clerk	Ongoing	
Aim	Objective	Action	Who	Completion Date	Update
		voluntary bodies and local residents for the benefit of the community.			
To upkeep open spaces	GROUNDS MAINTENANCE - To manage the cutting of the grass and hedges at two Playing Fields Cedar Avenue and Porterhouse Road.	Draw up specification, obtain quotes, agree best value for money contract and monitor on fortnightly basis	Town Clerk	Contractor for 2023 / 2024 agreed.	One year contract agreed, to run from April 2023.
To provide play facilities	TWO PLAY AREAS -To maintain the play equipment.	To conduct the weekly / monthly / annual play equipment inspections and action any issues	Contractor / Town Clerk	Ongoing	

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To comply with Health & Safety	TREE SURVEY - To establish condition of trees on play areas	Tree survey to be completed and report written. To undertake works identified from survey.	Town Clerk and Contractor.	Survey to be undertaken every year.	
Provision of bins on the Greenway and the Two Play Areas.	LITTER BINS To ensure the bins are emptied fortnightly and replaced/repaired if faulty.	Annual contract in place with Keptkleen and repairs where possible, replacements from Broxap Ltd	Town Clerk and Contractor	Ongoing	
To enhance the Town and its amenities	To continue to seek funding for established projects, in particular children's holiday activities, and enhancement of open spaces and improvement of assets	To complete relevant grant funding applications as appropriate and in a timely manner	Town Clerk	Ongoing	
Neighbourhood Plan Review	NEIGHBOURHOOD PLAN REVIEW to complete the Neighbourhood plan Review and prepare for next year to begin a new Neighbourhood plan	To complete relevant grant funding applications as appropriate and in a timely manner and complete the Neighbourhood Plan Review.	Town Clerk	2023	
Greenwich Park	GREENWICH PARK to take on the responsibility and trusteeship of Greenwich Park building and surrounding land.	To complete the offer from AVBC for the Town council to take on the responsibility and trusteeship of the building and surrounding land.	Town Clerk and Council	Completed.	

Town Guide	TOWN GUIDE to distribute the Town Guide to all local community groups and amenities	To ensure the distribution of the Town guide	Town Clerk, Deputy Clerk and Councillors	Ongoing.	
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Information Boards	INFORMATION BOARDS to be installed for the benefit of local groups and the community showing the history of the Ripley Township and villages	To be installed for the benefit of local groups and the community showing the history of the Ripley Township and villages	Town Clerk and Heritage Committee	Ongoing.	No new ones to be installed during financial year 2023/2024.