

Action Plan 2021 / 2022

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| Policy Number: RTC 30 | Issue Number: 01 |
| Issue Date: June 15 th 2021 | Review Date: 11 th May 2022 |
| Originator: L McCormick | Agreed: RTC Full Council Meeting June 15 th 2021 |

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 2021 / 2022

| Aim | Objective | Action | Who | Completion Date | Update |
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| 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 May Annual Council Meeting, send to External Auditors and publish on website and notice board | Town Clerk and the Council | Agree May 2021 | Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – 2020/21 - results will be published via the noticeboard, and website, from 3rd June to 12th July 2021. |

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| 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 September 2020 |
| Aim | Objective | Action | Who | Completion Date | Update |
| To comply with the law | CALENDAR OF MEETINGS | Advertise the meeting schedule | Town Clerk | Calendar of Meetings – May 2021/2022 | |
| 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 2021 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 June 2021 Risk Management Schedule – review May 2021 Risk Assessments – reviewed May 2021 and as and when required | |
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| 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 2021. 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 2021 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 | |
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| 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 virtually on Tuesday May 4 th 2021. |
| 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 | |

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| 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 | New contractor for 2021 / 2022 agreed | One year contract agreed, to run from April 2021. |
| 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 | 2021 | |
| 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 | 2021 | |
| 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 | 2021 | |

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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 | | |
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