**Vale of Allen Parish Council**

**ACTION PLAN 2020-21**

**Introduction**

This Action Plan is a draft, as the council was (pre-Covid19) in the process of putting together a plan. This is a summary of the hopes and aspirations of what the parish council would like to achieve in the medium term, picked up from committee meetings earlier this year and budget provision. This will dovetail into a longer-term five-year corporate plan.

**Plan**

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| **Activity** | **Actions** | **Outcomes** | **By Date** | **Lead** | **Update at 10 November 2020** |
|  |  |  |  |  |  |
| **1. Council:** |  |  |  |  |  |
| Review policies and Standing Orders | Update and add missing policies  At least two policies for each committee meeting  Update website | Comprehensive, up to date set of policies for members, staff, and updated website  Agreement  Updated website | Dec 20  Nov 20 | Clerk | NALCC drafts sought  One per week via email (delegated approval under Standing Orders) from 18 September |
| Undertake work on website to meet Accessibility requirements | Consultant review  Discuss with web provider  Undertake changes  Issue Accessibility Statement | Engage a specialist consultant  Web designer briefed  Changes implemented  Statement on website | June 20  July 20  July/Aug  23 Sept 20 | Clerk | Report provided  Work underway  Completed  Completed 23/09 |
| Review training and development needs | Undertake a needs assessment  Complete corporate training matrix  Identify training opportunities  Review training budget | Agreed Training and Development Policy  Training Plan agreed and updated  Training Plan reviewed periodically | Oct 20  Nov 20  On going  Dec 20 | Clerk  FWG | Completed 29/09  Completed 29/09 |
|  |  |  |  |  |  |
| **2. Wards** |  |  |  |  |  |
| 1. **Crichel** |  |  |  |  |  |
|  | Undertake a survey of all fingerposts for refurbishment  Prioritise refurb list  Consider budget request for next year | Survey completed  List produced  Budget proposal to committee | Dec 20  Dec 20  Dec 20 | JC |  |
| 1. **Hinton** |  |  |  |  |  |
|  | Seek tenders for village fountain refurbishment  Undertake fountain refurb  Seek quotes for replacing one finger on fingerpost  Consider budget request for next year  Repairs to all noticeboards  Repairs to bench by fountain | Tenders issued  Agree company, undertake work  Quotes received  Budget requested | Feb 21  Mar 21  Mar 21  Dec 20  Sept 21 | SW  SW  JVE  JVE  JVE  JVE |  |
| 1. **Gussage All Saints** |  |  |  |  |  |
|  | Seek quotes for one fingerpost refurbishment  Consider budget request for next year  Draft up a proposal for committee consideration on community engagement in village (as pilot for all council)  Tidy up verges in village  Install community planters (to aid Villages in Bloom)  Provide community litter picking station | Quotes received  Budget requested  Report and presentation to members  Arrange and carry out with volunteers  Draft proposals for designs and locations, seek provisional costs | Jan 21  Dec 20  Feb 21  Summer 21  Dec 21  Summer 21 | SB  SB  SB/MB  SB/MB  SB/MB  SB/MB |  |
| 1. **Gussage St Michael** | Seek quotes for one fingerpost refurbishment  Undertake refurbishment  Seek quotes for remaining fingerpost refurb  Consider budget for next year  Undertake minor repairs to bus shelter  Install refurbished second noticeboard at Cashmoor end of village  Seek volunteers to cut grass fortnightly at Roman Road picnic bench area  Replacement of Bus shelter | Quotes received  Refurbishment completed  Quotes received  Budget requested  Engage volunteers to undertake and complete  Engage volunteers to undertake and complete  Engage volunteers to undertake and complete  Seek quotes  Replacement ordered | Jun 20  Feb 21  Mar 21  Sept 20  Sept 20  Feb 21  Jan 21  Sept 23  TBA | KM  KM  KM  KM  SH  SH  KM  SH | Completed 31/03  Completed Oct 20  Completed Oct 20  Completed 30/09  Completed 30/09  Provisional names agreed 30/09 |
|  |  |  |  |  |  |
| 1. **Witchampton** | Seek quotes for the replacement of the ‘Rest and Be Thankful’ seat  Undertake seat replacement  Conclude the ongoing legal discussion for burial ground land extension  Get new ground consecrated by Salisbury Church diocese | Quotes received. Committee approves expenditure  Place order and get new seat installed  Legal documentation ready for Chairman to sign. Accept new land.  Arrange a date for the consecration | May 20  Aug 20  Dec 20  Feb 21 | DW/MC  DW  Clerk  Clerk | Completed 24/04  Completed 31/07  On going |

Action Plan approved by committee: 20 November 2020 (8 responses received, all in favour)

Chairman: ……………………………….