RAMPTON PARISH COUNCIL

2024 ACTION PLAN

Aim	Objectives	Actions	Who	Timescale	Progress
Management & systems					
Maintain proper financial systems	• Comply with Financial Regulations and Standing Orders in a timely and efficient manner	• Ensure payments, receipts, bank reconciliations, PAYE, VAT reclaims, quarterly reporting, precept application and any other financial activity is accurately and timely recorded, reported, monitored and verified in accordance with internal policies and procedures	Clerk: preparation Council: checks	Ongoing Ongoing	
Meet current legislation	Review legislation for applicability to RPC:- • Websites and Mobile Applications (Accessibility Regulations) 2018	• Review the Regulations, taking regard to Regulation 6 (Disproportionate Burden) to determine if and what measures are needed to be implemented. Provide recommendations. • Record at a meeting the findings and measures agreed to be taken	Clerk/Webmaster Council	Jan-March March	
Meet Audit / transparency legislation	• Complete Annual audit • Ensure financial information, audit and council decisions are easily and timely accessible and available to the public	• Audit - Agree annual return and Internal audit • Audit – Send to external auditors & exercise of public rights • Publish agendas and minutes on the noticeboard and website • Publish audit documents on the noticeboard and website	Clerk/Council/Internal auditors Clerk Clerk Clerk	April/ May May-July Ongoing Ongoing	

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2024 ACTION PLAN

Aim	Objectives	Actions	Who	Timescale	Progress
Maintain/ Improve Transparency	• Maintain information available on the website as listed in the adopted publication scheme • Improve the layout of the website for easier access to Council Documents and information	• Update and add documents on website as agreed by council and listed in the Publication Scheme • Contact the Website Editor to see what improvements of the website layout can be made (see also current leg. p1)	Clerk Clerk/Webmaster	Ongoing Ongoing	
Review Procedures and Policies	• Maintain compliance with legislation • Ensure internal governance meets Council responsibilities and is efficient	• Review/revise as necessary all governance policies, procedures and guidelines at least annually as per the RPC Governance Document list. • Review/revise all governance policies, procedures and guidelines when new legislation comes into force	Clerk/ Council Clerk	Annually (May) As needed	
Review all charges	To ensure charges reflect current values and cover costs for management of:- • Allotments • Burial Ground • Clay Pits rent	Review and set charges for:- • Allotments • Burial Ground • Clay Pits rent	Clerk/Council Clerk/Council Clerk/Council	November (Invoices issued in Dec) At AGM (May) At AGM (May)	
Maintain adequate insurance	• Ensure all council activity and assets are adequately covered as required	• Review insurance cover if any asset is acquired or any new function is proposed.	Clerk	Ongoing	

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2024 ACTION PLAN

Aim	Objectives	Actions	Who	Timescale	Progress
		• Renew annual insurance cover	Clerk	April	
Minimise Financial Risk	Maintain Risk Management Plan	Review/revise adequacy of Plan to minimise Financial Risk	Clerk	At AGM (May)	
Improve competency & efficiency of Council functioning	Ensure staff and councillors are enabled to attend training as indicated by changes in legislation, ability and council activities	• Circulate details of training needs/availability as required • Attend training courses as required and agreed	Clerk Clerk/ councillors	Ongoing Ongoing	
Address Staff matters	• Compliance with legislation and internal policies • Promote effective progress of staff and hence council functioning and communication between staff and councillors	• 3 year Renewal of Pension Scheme (next due in 2022) • Complete P60 • Salary and hours review • Staff appraisal	NA Clerk Council Clerk/ Council HR Representative (Cllr Garstang)	NA April At AGM (May) April (prior to Salary review)	NA
Plan meetings	• Ensure meeting venue is available and dates publicised for all meetings (Ordinary, AGM, APM and provisional Extra-ordinary)	• Agree following years meeting dates and times • Book Village Hall for dates as agreed	Council Clerk	November November	

RAMPTON PARISH COUNCIL

2024 ACTION PLAN

Aim	Objectives	Actions	Who	Timescale	Progress
Maintenance & Management of Assets and Facilities					

Preserve safety of public	• Ensure safety of the public by limiting foreseeable risks
	
	• Ensure inspections are undertaken by qualified inspectors
		• Undertake and record regular checks on all assets that entail hazards as detailed in the RPC Risk Management Plan
		
		• Organise qualified inspectors to assess the safety of assets particularly the following items:-
		  • Playground equipment (annual) - RoSPA
		  • Trees every 3 years (next due 2022)
		  • Headstones
		  • Implement any actions recommended in these reports
		• Collaborate with tree warden on all tree works. Tree warden to inspect all trees once a year and after bad weather events
		
		• Collaborate with events organisers on all regular events
		
		• Defibrillator Checks: Battery & Pads expiry date/ replace
			Allocated Councillors
			
			Clerk
			Clerk
			Clerk
			Council/Clerk
			Clerk / tree warden
			
			Clerk / organisers
			
			Clerk
				Ongoing
				
				April
				NA
				Ongoing
				As indicated
				Ongoing
				
				Ongoing
				
				Battery replacement due 2026
				
				Weekly checks on cabinet and battery
					NA

RAMPTON PARISH COUNCIL

2024 ACTION PLAN

Aim	Objectives	Actions	Who	Timescale	Progress
Allotments	Ensure allotments well managed	• Timely invoicing to tenants and collect rent/ pay into bank • Periodical inspection checks that tenancy conditions are being followed • Ensure land lease renewed (arrange 2025 for 2026)	Clerk Clerk Clerk	January Ongoing NA	 NA
Burial Ground	Ensure burial grounds and burials well managed	• Ensure all requests for burials and memorials are compliant and requests dealt with promptly with empathy • Inspection checks on graves dug before internment and periodic checks of memorials placed on graves	Clerk Clerk	Ongoing Ongoing	
Maintain Green spaces including Recreation Ground	To ensure all Green Spaces maintained are keep in good aesthetic and functional condition taking into account environmental and ecological factors	• Inspection & monitoring of works undertaken by the contractor for compliance with the contract and relevant legislation • Ensure any shortfalls in work undertaken/ need for extra work are addressed and dealt with as per contract • Respond to reports of defects/ concerns reported and requests for events	Clerk Clerk Clerk	Ongoing Ongoing Ongoing	
Maintain Office Equipment	Review office equipment for efficiency	• Bi-annual review	Clerk/Council	NA	NA

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2024 ACTION PLAN

Aim	Objectives	Actions	Who	Timescale	Progress
Projects					
Review resolved actions not yet implemented	• Complete outstanding actions on the earmarked list	• Review list of outstanding earmarked items • Research and implement outstanding agreed items (see earmarked reserves list)	Council Clerk	January Completion by end of May	Complete
	•	•			