

## Pulham st Mary Parish Council - Action Plan 2020/21

### Tasks

### Projects

	<b>Aims/objectives</b>	<b>Actions</b>	<b>Responsibility</b>
Apr-20	<b>Prepare EOY Accounts</b> CIL/Community Improvement Projects Website upgrade (included in above) Review & Renew Playground/village maintenance & hedge cutting contract	Final EOY adjustments approved at April meeting Ongoing Project - identify projects/& schedule for completion during 20/21 complete review/update/training of admin working group Meet with outgoing contractor/ review areas for maintenance	RFO/Council TBC Clerk/Website admin working group Clerk/S&R Committee
May-20	<b>Annual Parish Council Meeting</b> <b>Complete Internal Audit /Approve EOY</b> <b>Review policies</b> <b>Review committees</b> <b>Review Bank Mandates</b> <b>Set calendar of meetings for year</b>	Scheduled 5/5/20 Consider internal audit recommendations, approve, sign and date AGAR part 3 sections 1 & 2 Consider amendments/adopt new policies at May meeting Consider membership of current/purpose new committees if required at May meeting Consider/ratify current mandates at May meeting Consider and ratify at May meeting	Clerk/Council Council, Chair & RFO/Clerk Council Council Council Council
Jun-20	<b>Submit EOY for external Audit/Exercise rights</b> <b>Review Register of Interest</b> <b>Renew Insurance</b> <b>Annual Playground inspection</b>	Submit EOY audit documents to External Auditor, publish AGAR part 3 section 1 & 2 , and notice of period for exercise of public rights Update current insurance values and display on the parish website 3rd year of a 3 year agreement, Clerk to check for accuracy/Council approve payment 11/6/20 Complete Annual report	Clerk Clerk/Council Clerk/Council ROSPA
Jul-20	<b>Review Website</b> <b>Improvements/repairs at Playground</b>	Ensure compliance transparency Schedule works, identified at annual inspection	Clerk Sports and Recreation Committee
Aug-20	<b>No Meeting</b>		
Sep-20	<b>Respond to External Audit/display notices</b> <b>Set Allotment Rents</b>	Consider recommendations, act upon recommendations, display notice of conclusion and admendment to AGAR part Clerk present income and expenditure report for council consideration. Ratify allotment rents for 2021/22	Clerk/Council Clerk/Council
Oct-20	<b>Clerks appraisal</b>  <b>Review Maintenance contracts</b> <b>Review internal Auditor</b>	Consider duties and terms, recommend changes if required Ratify changes to clerks contract at October meeting , if required Consider current contract or renewal tenders, ratify at October meeting Internal auditor to be ratified annually and consideration given to appointing a new auditor every 3 years	Chair/Min 1 other member/Clerk Council Council Council
Nov-20	<b>Commence Budget preparation</b> <b>Consider new Mid/Longer term projects</b>	Clerk present first draft budget for consideration, including antispated parish expenditure and proposed projects for Any community projects raised by council or suggested at APM/ consideration given to appointing working group	RFO/Council Council
Dec-20	<b>Continue Budget preparation</b> <b>Review annual inspection programme</b>	Ongoing consideration Consider ROSPA report, S&R report on community assets, Foot path report - consider action required	RFO/Council Council
Jan-21	<b>Agree Budget and set precept</b> <b>Submit precept</b> <b>Confirm date for APM</b>	Ratify budget and set precept at meeting of 14/1/20 date TBA Consider date between March and May 2021	Council RFO Council
Feb-21	<b>Commence Policy reviews</b> <b>Review Training programme</b> <b>Chase unpaid debts</b> <b>Prepare for APM</b>	Clerk to recommend ammendments as required/council can appoint working group if required Consider training for new councillors/ review need based on current work/projects Preparation of accounts for YE Invite local groups/advertise event	Clerk/Council Clerk/Council Clerk Clerk
Mar-21	<b>Complete PAYE and VAT returns</b> <b>Draft Action Plan 21/22</b> <b>Annual Parish Meeting</b>	Complete statutory PAYE returns and documents. Compete VAT return in preparation for YE Prepare action plan for parish business, appoint working group if required Invite parisioners, local groups/advertise event - Chairman to Chair if in attendance	RFO Clerk/working group Clerk/Council/Parishioners