

Pulham st Mary Parish Council - Action Plan 2023 24

Tasks

Projects

Aims/objectives	Actions	Responsibility
Apr-23 Prepare EOY Accounts Continue review of policies (if required) Youth Engagement Project	Final EOY adjustments approved at April meeting Consider amendments and receive upgraded documents To provide details of delivery of Youth Engagement initiatives within the Pulhams Ongoing Projects - identify timeframe for projects/& schedule for completion during 23/24. Update schedule of CIL spent 2022/23 for District Council. Projects for delivery 2023/24 to include South Green Pavillion.	RFO/Council Council PS - Community Based student on secondent to the Council (1) RFO CIL schedule(2) councillors/working groups for future projects TBC
CIL/Community Improvement Projects		
May-23 Complete Internal Audit /Approve EOY Hold APCM (AGM) Review policies Review committees Review Bank Manadates Set calendar of meetings for year Charles III Coronation	Consider internal audit recommendations, approve, sign and date AGAR part 3 sections 1 & 2 Details Below; Consider amendments/adopt new policies if required at May meeting Consider membership of current/purpose new committes if required at May meeting Consider/ratify current mandates at May meeting Consider and ratify at May meeting Work colaborativley to deliver events to commemorate Charles III Coronation	Council, Chair & RFO/Clerk Council Council Council Council Working Group/Other village groups
Jun-23 Submit EOY for external Audit/Exercise rights Review Asset Register Renew Insurance Annual Playground inspection	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 Policy due for 3 yearly review Complete Annual report	Clerk Clerk/Council Clerk/Council ROSPA
Jul-23 Improvements/repairs at Playground Litter pick	Schedule works, identified at annual ROSP inspection Work colaborativley to deliver village litter pick	Sports and Recreation Committee Pennoyers/other village groups
Aug-23 No Meeting		
Sep-23 Respond to External Audit/display notices Set Allotment Rents	Consider recommendations, act upon reccomendations, display notice of conclusion and admendment to AGAR part 3, Sections 1 & 2 (12) Clerk present income and expenditure report for council consideration. Ratify allotment rents for 2024/25	Clerk/Council Clerk/Council
Oct-23 Review Maintenace contracts Review annual inspection programme Consider new Mid/Longer term projects	Consider current contract or renewal tenders, ratify at October meeting Consider ROSPA report, S&R report on community assets, Foot path report - consider action required Any community projects raised by council or suggested at APM/ consideration given to appointing working group	Council Council Council
Nov-23 Commence Budget preparation Clerks appraisal	Clerk present first draft budget for consideration, including antisipated parish expenditure and proposed projects for coming year Consider duties and terms, recommend changes if required	RFO/Council Chair/Min 1 other member/Clerk
Dec-23 Continue Budget preparation	Ongoing consideration	RFO/Council
Jan-24 Agree Budget and set precept Submit precept Confirm date for APM	Ratify budget and set precept at January meeting date TBA Consider date between March and May 2024	Council RFO Council
Feb-24 Commence Policy reviews Review Training programme Chase unpaid debts Prepare for APM Review internal Auditor	Clerk to recommend ammdnements 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 Internal auditor to be ratified annually and consideration given to appointing a new auditor every 3 years	Clerk/Council Clerk/Council Clerk Clerk Council
Mar-24 Complete PAYE and VAT returns Adopt Action Plan 2024/25 Annual Parish Meeting Continue review of policies (if required)	Complete statutory PAYE returns and documents. Compete VAT return in preparation for YE Prepare action plan for parish buisiness, appoint working group if required Invite parisioners, local groups/advertise event - Chairman to Chair if in attendance Consider amendments and receive upgraded documents	RFO Clerk/working group Clerk/Council/Parishioners Council