**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 meetingUpdate website | Comprehensive, up to date set of policies for members, staff, and updated websiteAgreementUpdated website | Dec 20Nov 20 | Clerk | NALCC drafts soughtOne per week via email (delegated approval under Standing Orders) from 18 September |
| Undertake work on website to meet Accessibility requirements | Consultant reviewDiscuss with web providerUndertake changesIssue Accessibility Statement | Engage a specialist consultantWeb designer briefedChanges implementedStatement on website | June 20July 20July/Aug23 Sept 20 | Clerk | Report providedWork underwayCompleted Completed 23/09 |
| Review training and development needs | Undertake a needs assessmentComplete corporate training matrixIdentify training opportunitiesReview training budget | Agreed Training and Development PolicyTraining Plan agreed and updatedTraining Plan reviewed periodically | Oct 20Nov 20On goingDec 20 | ClerkFWG | Completed 29/09Completed 29/09 |
|  |  |  |  |  |  |
| **2. Wards** |  |  |  |  |  |
| 1. **Crichel**
 |  |  |  |  |  |
|  | Undertake a survey of all fingerposts for refurbishmentPrioritise refurb listConsider budget request for next year | Survey completedList producedBudget proposal to committee | Dec 20Dec 20Dec 20 | JC |  |
| 1. **Hinton**
 |  |  |  |  |  |
|  | Seek tenders for village fountain refurbishmentUndertake fountain refurbSeek quotes for replacing one finger on fingerpostConsider budget request for next yearRepairs to all noticeboardsRepairs to bench by fountain | Tenders issuedAgree company, undertake workQuotes receivedBudget requested | Feb 21Mar 21Mar 21Dec 20Sept 21 | SWSWJVEJVEJVEJVE |  |
| 1. **Gussage All Saints**
 |  |  |  |  |  |
|  | Seek quotes for one fingerpost refurbishmentConsider budget request for next yearDraft up a proposal for committee consideration on community engagement in village (as pilot for all council)Tidy up verges in villageInstall community planters (to aid Villages in Bloom)Provide community litter picking station | Quotes receivedBudget requestedReport and presentation to membersArrange and carry out with volunteersDraft proposals for designs and locations, seek provisional costs | Jan 21Dec 20Feb 21Summer 21Dec 21Summer 21 | SBSBSB/MBSB/MBSB/MBSB/MB |  |
| 1. **Gussage St Michael**
 | Seek quotes for one fingerpost refurbishmentUndertake refurbishmentSeek quotes for remaining fingerpost refurbConsider budget for next yearUndertake minor repairs to bus shelterInstall refurbished second noticeboard at Cashmoor end of villageSeek volunteers to cut grass fortnightly at Roman Road picnic bench areaReplacement of Bus shelter | Quotes receivedRefurbishment completedQuotes receivedBudget requestedEngage volunteers to undertake and completeEngage volunteers to undertake and completeEngage volunteers to undertake and completeSeek quotesReplacement ordered | Jun 20Feb 21Mar 21Sept 20Sept 20Feb 21Jan 21Sept 23TBA | KMKMKMKMSHSHKMSH | Completed 31/03Completed Oct 20Completed Oct 20Completed 30/09Completed 30/09Provisional names agreed 30/09 |
|  |  |  |  |  |  |
| 1. **Witchampton**
 | Seek quotes for the replacement of the ‘Rest and Be Thankful’ seatUndertake seat replacementConclude the ongoing legal discussion for burial ground land extensionGet new ground consecrated by Salisbury Church diocese | Quotes received. Committee approves expenditurePlace order and get new seat installedLegal documentation ready for Chairman to sign. Accept new land.Arrange a date for the consecration | May 20Aug 20Dec 20Feb 21 | DW/MCDWClerkClerk | Completed 24/04Completed 31/07On going |

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

Chairman: ……………………………….