**Vale of Allen Parish Council**

**WORK PLAN 2022-26**

**Introduction**

This Work Plan is a summary of the hopes and aspirations of what the parish council would like to achieve in the medium term.

**Plan**

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **Actions** | **Outcomes** | **By Date** | **Lead** | **Update at July 2022** |
|  |  |  |  |  |  |
| **1. Council:** |  |  |  |  |  |
| Review policies, Financial Regulations and Standing Orders | Review and update and add missing policies as per Table of Policies, as and when review dates arise.Update website | Comprehensive, up to date set of policies for members, staff, and updated websiteUpdated website | On goingOn going | ClerkClerk | NALCC drafts soughtStaggered dates throughout year |
| Undertake work on website to meet .gov.uk requirementsSet up new email accounts for all members and staff using .gov.uk | Engage consultant Discuss with web providerUndertake changesLaunch new websiteEngage consultant Discuss with consultantUndertake changesLaunch new emails | Engage Vision ICTWeb designer briefedChanges implementedEngage Vision ICTOpen discussionsChanges implemented | Jun 22Jul 22July/Aug 22Sept 22Jun 22Jun 22Sep 22Oct 22 | ClerkClerkClerkClerkClerkClerkAllAll | Report approvedWork underwayProblems with Web administratorLive February 2023Report approvedWork underwayLive Oct 2022 |
| Review training and development needs | Undertake a needs assessmentComplete corporate training matrixIdentify training opportunitiesReview training budget | Agreed Training and Development PolicyTraining Plan agreed but needs updatingTraining Plan reviewed periodicallyBudgets considered | Oct 20Nov 22On goingOct 22 | ClerkAllAllFWG | Completed Oct 20 |
| Introduce ID photo cards | Agree use of ID cardsSeek quotesDesign cardTake member photosPlace order | InvestigateQuotes obtainedCards designedPhotos takenObtain badges and issue to members | Oct 22Oct 22Nov 22 | ClerkClerkClerkClerkClerk | CompletedCompletedAwaiting .gov.uk implementation.Started Jan 23 |
| Neighbourhood Plan | Committee to consider | Await outcome of Governance ReviewSet up cross-Ward working group to establish:* Work involved
* Time to produce a plan
* Costs involved
* Funding sources outside precept
 | Oct 22TBA | Dorset CouncilTBA | Further review taking place Oct 23 |
| **2. Wards** |  |  |  |  |  |
| 1. **Crichel**
 |  |  |  |  |  |
| FingerpostsFootpaths | Undertake a survey of all fingerposts for refurbishmentPrioritise refurb listConsider budget request for next yearFootpaths in Ward | Survey completedList producedBudget proposal to committeeWalk and log all footpaths and bridle waysAdvise Dorset Council of any repairs/maintenance needed. | Oct 22Oct 22Oct 2220232023 | TBATBAFWGTBATBA | Completed Dec 22Completed Dec 22Completed Nov 22 |
| 1. **Hinton**
 |  |  |  |  |  |
| FountainNoticeboardsBench by fountainHousing Needs SurveyFootpaths | Seek tenders for village fountain refurbishmentUndertake fountain refurbConsider budget request for next yearRepairs to all noticeboardsReplace bench by fountainHousing Needs SurveyFootpaths in Ward | Tenders issuedAgree company, undertake workBudget requestedIdentify repairsBudget requestedPublic donation, then fix securelyWork with Dorset CouncilIssue SurveyExamine resultsConsider housing needs suitable sitesWalk and log all footpaths and bridle waysAdvise Dorset Council of any repairs/maintenance needed. | Dec 22Mar 23Oct 22Sept 22Oct 22Oct 222022TBATBATBA20232023 | SWSWJVETCTCJVEJVE/SW/TCJVE/SW/TCJVE/SW/TCJVE/SW/TCJVE/SW/TCJVE/SW/TC | Clerk chased Dorset Council Jul 22 |
| 1. **Gussage All Saints**
 |  |  |  |  |  |
| Community engagementVergesPlantersCrime and TheftYounger villagersDigital inclusionFootpaths | Draft 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)Reduce crime and theft in villageEngage younger community to help shape future ideas in villageSet up extensive electronic communication network initially in village for digital engagement, but extend to neighbouring villagesFootpaths in Ward | Report and presentation to membersArrange and carry out with volunteersDraft proposals for designs and locations, seek provisional costsSet up Community Watch SchemeMeetings arranged, digital platforms set up, younger people actively engaged in a wide number of issues and events.Set up base platforms, advertise and engage high level of participationWalk and log all footpaths and bridle waysAdvise Dorset Council of any repairs/maintenance needed. | Feb 21Autumn 22Dec 23Summer 23Summer 23Summer 2320232023 | SB/SGSBSBSB/SGSB/SGSB/SGSB/SGSB/SG |  |
| 1. **Gussage St Michael**
 |  |  |  |  |  |
| Bus shelterFootpaths | Undertake minor repairs to bus shelterSeek volunteers to cut grass fortnightly at Roman Road picnic bench areaReplacement of Bus shelterFootpaths in Ward | Engage volunteers to undertake and completeEngage volunteers to undertake and completeSeek quotesBuild up suitable budgetReplacement orderedWalk and log all footpaths and bridle waysAdvise Dorset Council of any repairs/maintenance needed. | Sept 22Mar 22Sep 23On goingTBA20232023 | SHSHKMKMKMSH/KMSH/KM | Completed |
| 1. **Witchampton**
 |  |  |  |  |  |
| Burial groundFingerpostsBus shelterHousing needsFootpaths | Get new ground consecrated by Salisbury Church dioceseSignage for burial groundsUndertake a survey of all fingerposts for refurbishmentPrioritise fingerpost refurb listConsider budget request for next yearBus SheltersHousing Needs SurveyFootpaths in Ward | Apply to CoE SalisburyArrange a date for the consecrationAgree wordingGet quotesInstall signageSurvey completedList producedBudget proposal to FWGArrange funds handover from villageUndertake works surveyEstimate costingsBudget proposals to FWGUndertake repairsWork with Dorset CouncilIssue SurveyExamine resultsConsider housing needs suitable sitesWalk and log all footpaths and bridle waysAdvise Dorset Council of any repairs/maintenance needed. | Jun 22Jul 22Dec 21Sep 22Dec 22Oct 22Oct 22Oct 22Dec 22Jul 23Aug 23Oct 2320242022TBATBATBA20232023 | ClerkClerkClerkClerkClerkTRTRTRTRMPMPMPMPTR/MP/DBMTR/MP/DBMTR/MP/DBMTR/MP/DBMTR/MP/DBMTR/MP/DBM | Completed Jun 22Arranged for 28 Sept 22Completed Dec 21Completed Oct 22Completed Feb 23Completed Dec 22Completed Dec 22Completed Nov 22CompletedCompleted Nov 22Awaiting estimates Feb 23Clerk chased Dorset Council Jul 22 |