**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 website  Updated website | On going  On going | Clerk  Clerk | NALCC drafts sought  Staggered dates throughout year |
| Undertake work on website to meet .gov.uk requirements  Set up new email accounts for all members and staff using .gov.uk | Engage consultant  Discuss with web provider  Undertake changes  Launch new website  Engage consultant  Discuss with consultant  Undertake changes  Launch new emails | Engage Vision ICT  Web designer briefed  Changes implemented  Engage Vision ICT  Open discussions  Changes implemented | Jun 22  Jul 22  July/Aug 22  Sept 22  Jun 22  Jun 22  Sep 22  Oct 22 | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  All  All | Report approved  Work underway  Problems with Web administrator  Live February 2023  Report approved  Work underway  Live Oct 2022 |
| Review training and development needs | Undertake a needs assessment  Complete corporate training matrix  Identify training opportunities  Review training budget | Agreed Training and Development Policy  Training Plan agreed but needs updating  Training Plan reviewed periodically  Budgets considered | Oct 20  Nov 22  On going  Oct 22 | Clerk  All  All  FWG | Completed Oct 20 |
| Introduce ID photo cards | Agree use of ID cards  Seek quotes  Design card  Take member photos  Place order | Investigate  Quotes obtained  Cards designed  Photos taken  Obtain badges and issue to members | Oct 22  Oct 22  Nov 22 | Clerk  Clerk  Clerk  Clerk  Clerk | Completed  Completed  Awaiting .gov.uk implementation.  Started Jan 23 |
| Neighbourhood Plan | Committee to consider | Await outcome of Governance Review  Set up cross-Ward working group to establish:   * Work involved * Time to produce a plan * Costs involved * Funding sources outside precept | Oct 22  TBA | Dorset Council  TBA | Further review taking place Oct 23 |
| **2. Wards** |  |  |  |  |  |
| 1. **Crichel** |  |  |  |  |  |
| Fingerposts  Footpaths | Undertake a survey of all fingerposts for refurbishment  Prioritise refurb list  Consider budget request for next year  Footpaths in Ward | Survey completed  List produced  Budget proposal to committee  Walk and log all footpaths and bridle ways  Advise Dorset Council of any repairs/maintenance needed. | Oct 22  Oct 22  Oct 22  2023  2023 | TBA  TBA  FWG  TBA  TBA | Completed Dec 22  Completed Dec 22  Completed Nov 22 |
| 1. **Hinton** |  |  |  |  |  |
| Fountain  Noticeboards  Bench by fountain  Housing Needs Survey  Footpaths | Seek tenders for village fountain refurbishment  Undertake fountain refurb  Consider budget request for next year  Repairs to all noticeboards  Replace bench by fountain  Housing Needs Survey  Footpaths in Ward | Tenders issued  Agree company, undertake work  Budget requested  Identify repairs  Budget requested  Public donation, then fix securely  Work with Dorset Council  Issue Survey  Examine results  Consider housing needs suitable sites  Walk and log all footpaths and bridle ways  Advise Dorset Council of any repairs/maintenance needed. | Dec 22  Mar 23  Oct 22  Sept 22  Oct 22  Oct 22  2022  TBA  TBA  TBA  2023  2023 | SW  SW  JVE  TC  TC  JVE  JVE/SW/  TC  JVE/SW/  TC  JVE/SW/  TC  JVE/SW/  TC  JVE/SW/  TC  JVE/SW/  TC | Clerk chased Dorset Council Jul 22 |
| 1. **Gussage All Saints** |  |  |  |  |  |
| Community engagement  Verges  Planters  Crime and Theft  Younger villagers  Digital inclusion  Footpaths | Draft up a proposal for committee consideration on community engagement in village (as pilot for all council)  Tidy up verges in village  Install community planters (to aid Villages in Bloom)  Reduce crime and theft in village  Engage younger community to help shape future ideas in village  Set up extensive electronic communication network initially in village for digital engagement, but extend to neighbouring villages  Footpaths in Ward | Report and presentation to members  Arrange and carry out with volunteers  Draft proposals for designs and locations, seek provisional costs  Set up Community Watch Scheme  Meetings 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 participation  Walk and log all footpaths and bridle ways  Advise Dorset Council of any repairs/maintenance needed. | Feb 21  Autumn 22  Dec 23  Summer 23  Summer 23  Summer 23  2023  2023 | SB/SG  SB  SB  SB/SG  SB/SG  SB/SG  SB/SG  SB/SG |  |
| 1. **Gussage St Michael** |  |  |  |  |  |
| Bus shelter  Footpaths | Undertake minor repairs to bus shelter  Seek volunteers to cut grass fortnightly at Roman Road picnic bench area  Replacement of Bus shelter  Footpaths in Ward | Engage volunteers to undertake and complete  Engage volunteers to undertake and complete  Seek quotes  Build up suitable budget  Replacement ordered  Walk and log all footpaths and bridle ways  Advise Dorset Council of any repairs/maintenance needed. | Sept 22  Mar 22  Sep 23  On going  TBA  2023  2023 | SH  SH  KM  KM  KM  SH/KM  SH/KM | Completed |
| 1. **Witchampton** |  |  |  |  |  |
| Burial ground  Fingerposts  Bus shelter  Housing needs  Footpaths | Get new ground consecrated by Salisbury Church diocese  Signage for burial grounds  Undertake a survey of all fingerposts for refurbishment  Prioritise fingerpost refurb list  Consider budget request for next year  Bus Shelters  Housing Needs Survey  Footpaths in Ward | Apply to CoE Salisbury  Arrange a date for the consecration  Agree wording  Get quotes  Install signage  Survey completed  List produced  Budget proposal to FWG  Arrange funds handover from village  Undertake works survey  Estimate costings  Budget proposals to FWG  Undertake repairs  Work with Dorset Council  Issue Survey  Examine results  Consider housing needs suitable sites  Walk and log all footpaths and bridle ways  Advise Dorset Council of any repairs/maintenance needed. | Jun 22  Jul 22  Dec 21  Sep 22  Dec 22  Oct 22  Oct 22  Oct 22  Dec 22  Jul 23  Aug 23  Oct 23  2024  2022  TBA  TBA  TBA  2023  2023 | Clerk  Clerk  Clerk  Clerk  Clerk  TR  TR  TR  TR  MP  MP  MP  MP  TR/MP/  DBM  TR/MP/  DBM  TR/MP/  DBM  TR/MP/  DBM  TR/MP/  DBM  TR/MP/  DBM | Completed Jun 22  Arranged for 28 Sept 22  Completed Dec 21  Completed Oct 22  Completed Feb 23  Completed Dec 22  Completed Dec 22  Completed Nov 22  Completed  Completed Nov 22  Awaiting estimates Feb 23  Clerk chased Dorset Council Jul 22 |