**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.

(NB Grey shade indicates completed)

**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 | ClerkClerk | All up to date as at May 23. Next review Jul 23. |
| 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 provider.Undertake changes.Launch new website.Engage consultant.Discuss with consultant.Undertake changes.Launch new emails | Engage Vision ICTWeb designer briefed.Changes implemented.Engage Vision ICTOpen discussionsChanges implemented. | Jun 22Jul 22July/Aug 22Sept 22Jun 22Jun 22Sep 22Oct 22 | ClerkClerkClerkClerkClerkClerkAllAll | Report approvedWork underwayProblems with Web administratorLive February 2023Report approved.Work underway.Live Oct 2022 |
| Review training and development needs | Undertake a need assessment.Complete corporate training matrixIdentify training opportunities.Review training budget | Agreed Training and Development PolicyTraining Plan agreed but needs updating.Training Plan reviewed periodically.Budgets considered | Oct 20Nov 22On going.Oct 22 | ClerkAllAllFWG | Completed Oct 20On going.Issued weekly DAPTC bulletin.Annual. |
| Introduce ID photo cards | Agree use of ID cardsSeek quotes.Design cardTake member photos.Place order | InvestigateQuotes obtained.Cards designed.Photos taken.Obtain badges and issue to members. | Oct 22Oct 22Nov 22 | ClerkClerkClerkClerkClerk | CompletedCompletedCompleted.All except MP.With Printers May 23.Issued to members Jun/Jul 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**
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| FingerpostsFootpathsNoticeboards | Undertake a survey of all fingerposts for refurbishment.Prioritise refurb list.Consider budget request for next year.Order refurbsFootpaths in WardReview provisionIdentify landowner for permission.Budget provision.Undertake installation | Survey completed.List produced.Budget proposal to committeeOrderedWalk and log all footpaths and bridle ways.Advise Dorset Council of any repairs/maintenance needed.Identify shortages.Seek permission.Identify funds.Install | Oct 22Oct 22Oct 222023202320232023202420232024 | ClerkClerkFWGClerkKLKLKLKLKLKL | Completed Dec 22Completed Dec 22Completed Nov 22All completed Apr 23 |
| 1. **Hinton**
 |  |  |  |  |  |
| FountainNoticeboardsBench by fountainHousing Needs SurveyFootpaths | Seek tenders for village fountain refurbishment.Consider budget request for next year.Undertake fountain refurb.Repairs to all noticeboardsReplace bench by fountain.Housing Needs SurveyFootpaths in Ward | Tenders issued.Budget requested.Agree company, undertake work.Identify repairs.Budget requested.Public donation, then fix securely.Work with Dorset CouncilIssue SurveyExamine results.Consider housing needs suitable sites.Walk and log all footpaths and bridle ways.Advise Dorset Council of any repairs/maintenance needed. | Dec 23Oct 23TBASept 23Oct 22Oct 22TBATBATBA20232023 | SWSWSWTCTCSWSW/TCSW/TCSW/TCSW/TCSW/TCSW/TC | Restart process with contractor dropping out. Apr 23New one Gaunts Common May 23Completed Apr 23Clerk chased Dorset Council Jul 22 – Gone quiet no action at present. |
| 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 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 membersArrange and carry out with volunteers.Draft proposals for designs and locations, seek provisional costs.Set 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 participation.Walk and log all footpaths and bridle ways.Advise 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 shelterGrassNew Bus ShelterFootpaths | Undertake minor repairs to bus shelter.Seek volunteers to cut grass fortnightly at Roman Road picnic bench area.Replacement of Bus shelterFootpaths 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 22Mar 22Sep 23On going.TBA20232023 | SHSHKMKMKMSH/KMSH/KM | Completed Nov 22On going – being covered. |
| 1. **Witchampton**
 |  |  |  |  |  |
| Burial groundFingerpostsBus shelterHousing needsFootpaths | Get new ground consecrated by Salisbury Church diocese.Signage for burial groundsUndertake a survey of all fingerposts for refurbishment.Prioritise fingerpost refurb list.Consider budget request for next year.Order refurbs.Bus SheltersHousing Needs SurveyFootpaths in Ward | Apply to CoE SalisburyArrange a date for the consecration.Agree wording.Get quotes.Install signage.Survey completed.List produced.Budget proposal to FWGArrange funds handover from village.Place OrdersUndertake works survey.Estimate costings.Undertake repairs.Work with Dorset CouncilIssue SurveyExamine results.Consider housing needs suitable sites.Walk and log all footpaths and bridle ways.Advise Dorset Council of any repairs/maintenance needed. | Jun 22Jul 22Dec 21Sep 22Dec 22Oct 22Oct 22Oct 22Dec 22Jul 23Aug 23Oct 23Nov 232022TBATBA20232023 | ClerkClerkClerkClerkClerkTR/ClerkTRTRTRClerkClerkClerkClerkTR/MP/DBMTR/MP/DBMTR/MP/DBMTR/MP/DBMTR/MP/DBM | Completed Jun 22Completed Sept 22Completed Dec 21Completed Oct 22Completed Feb 23Completed Dec 22Completed Dec 22Completed Nov 22CompletedAll completed Apr 23 except Pound Hill – expected SeptAwaiting estimates Feb 23Report to June 23 committeeOn Order – Nov 23Clerk chased Dorset Council Jul 22 – gone quiet. No action. |