

FAIRLIGHT PARISH COUNCIL ACTION PLAN (2020/21 to 2022/23)

AIM	OBJECTIVE	ACTION	WHO	COMPLETION DATE	UPDATE
To comply with the law and inform the community	ACCOUNTS AND AUDITS – To ensure that there is transparent information about payments, audit documents, budget, precept	To publish on the website and on noticeboards	Clerk and Parish Council	Within 1 month of approval by Council or Auditor	
To comply with the law and inform the community	ACCOUNTS AND AUDITS – To ensure that there is transparent information about Annual Governance Statement (year-end accounts)	To agree and sign off at the Annual Parish Council Meeting (in May) To send to external auditors To publish on the website and on noticeboards	Clerk and Parish Council	Within 1 month of approval by Council	
To comply with the law and inform the community	ACCOUNTS AND AUDITS – To ensure that there is transparent information about Exercise of Public Rights	To notify Council of conclusion To publish on the website and on noticeboards	Clerk	30 days during the summer including the first two weeks of July	
To comply with the law and inform the community	BUDGET AND FINANCE To ensure that Parish Council monies is monitored and spent efficiently.	To select Councillors and Chair to set up a Finance Committee To set an annual budget and prepare a precept request To consult with the public on proposed budget/precept increases To monitor the budget and review forecasts To carry out rent reviews and update lease agreements	Clerk and Parish Council Clerk and Parish Council Clerk and Parish Council Clerk and Parish Council Clerk and Finance Committee	May 2020 Annually - October and January Annually -November (if necessary) Monthly March 2021 (then every three to five years)	
To comply with the law and inform the community	PARISH COUNCIL ADMINISTRATION - To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent	To publish agendas, minutes and reports To publish contact details of Councillors and Clerks To publish a calendar of meetings	Clerk and Parish Council Clerk Clerk	Ongoing Agendas and minutes to be published within one month of availability/approval by Council Contact details available on website and in village magazine. Updated as necessary. Annually - January	
To keep up to date	SUBSCRIPTIONS – To ensure the Council has access to advice and training to keep well informed	To review and approve annual subscriptions for SSALC/NALC RALC Information Commissioners GDPR Action in Rural Sussex RBS accounting software	Clerk and Parish Council	Annually – April (for review) - May (for approval at Annual Parish Council Meeting)	
To keep up to date	MAINTENANCE AGREEMENTS – To ensure the continued maintenance of equipment and software	To review, update and approve maintenance agreements for CCTV equipment – AB Fire and Security (Renewal due - Feb) Accounting Software – Rialtas (Renewal due – Oct) Parish online (Renewal due - Aug)	Clerk and Parish Council	Annually (see renewal date)	
To comply with the law	GDPR AND FREEDOM OF INFORMATION – To ensure regulations are met	To review GDPR and freedom of information policies and procedures To adopt all policies and procedures at the Annual Parish Council Meeting (in May) To publish on the website	Clerk and Parish Council	Ongoing Annually - May Ongoing	

To comply with the law and inform the community	POLICIES AND PROCEDURES – To ensure all Council policies and procedures (inc Financial Regulations, Standing Orders and GDPR) are reviewed and updated annually	To review and update all policies and procedures To adopt all policies and procedures at the Annual Parish Council Meeting (in May) To publish on the website	Clerk and Parish Council	Ongoing Annually - May	
To comply with the law and ensure the smooth running of administration	IT SUPPORT AND SECURITY – To update IT security To install a new Parish Council website To install new Clerk and Councillors email addresses	To establish a new Parish Council web-site with associated email addresses To maintain IT security	Clerk and Councillors Clerk and Councillors	31st March 2021 Ongoing	
To comply with the law and engage with the community	WEBSITE – To keep updated	To update information on a regular basis	Clerk and Councillors (named)	Ongoing	
To monitor development and planning	PLANNING APPLICATIONS – To consider all planning applications which fall within, and impact the Parish	To ensure planning applications are notified to the Planning Committee and Councillors To ensure comments on planning applications are submitted to Rother District Council To continue to work with the Fairlight Preservation Trust in respect of the protocol for a Coastal Buffer Zone To continue to engage with Rother District Council Planning Department and District Councillors to protect green spaces and community assets	Clerk Clerk Planning Committee Planning Committee	Agenda and attachments sent to Councillors prior to meeting Within two days of receipt of Planning Committee (draft) minutes Ongoing Ongoing	
To comply with the law and ensure safety	HEALTH AND SAFETY – To ensure that the Council meets the Health and Safety requirements for its staff, Councillors, and public at events and activities	To ensure staff, Councillors and volunteers are trained in respect of Health and Safety matters To ensure appropriate equipment and COSHH assessments are provided to staff and volunteers To carry out a risk assessment on Wood Field Recreation Ground To ensure a risk assessment is carried out on the Wood Field Children’s play area To carry out a risk assessment on Knowle Wood and volunteer group To carry out a DSE risk assessment and risk assessment on the Clerk’s office To ensure risk assessments are carried out by users of Council’s assets – Fairlight Bowls Club Fairlight Tennis Club Parkhurst Cricket Club Activate Youth Club Marsham Amateur Radio Club To ensure risk assessments are carried out for events utilising Council assets – Fairfest etc	Clerk Clerk Clerk and responsible Councillor Clerk/Contractor Clerk and responsible Councillor Clerk Clerk Clerk	Ongoing Ongoing Annually - August Annually - October Annually - October Annually - April Annually - July Ongoing/when required	

To comply with the law and ensure appropriate insurance cover	INSURANCE – To ensure the Council and other organisations has adequate insurance cover.	To review and update the risk management schedule To review and update the Council’s asset register To review and renew the Council’s insurance To discuss policy renewal with insurance company To ensure appropriate insurance is held by users of Council’s assets – Fairlight Bowls Club Fairlight Tennis Club Parkhurst Cricket Club Activate Youth Club Marsham Amateur Radio Club	Clerk and Councillors Clerk and Councillors Clerk and Councillors Clerk Clerk and Councillors	Annually - April Annually - May Annually – May (review of policy) - 1st June (insurance renewal) - 5-year price agreement in place until 31 st May 2023 Annually - May Annually - July	
To comply with the law and ensure safety	ASSETS – To ensure that all Council assets are maintained in a safe and proper manner	To maintain a list of Council assets To regularly check all assets are maintained and in good working order To identify and protect community assets within Fairlight (Trees – TPOs, open spaces, play areas, footpaths etc)	Clerk and Councillors Clerk and Land Management and Assets Working Group Clerk and Land Management and Assets Working Group	Ongoing updates Annually – May (review) Monthly Ongoing	
To comply with the law and ensure safety, maintenance etc of assets	ASSETS – To establish a Land Management and Assets Working Group (responsible for Council’s assets, maintenance and renewal, water and highways issues etc)	To select Councillors and Chair for Land Management and Assets Working Group To establish terms of reference for Working Group To work pro-actively with other groups who hold assets to identify opportunities to share – develop and publish a list (Village Hall, churches, organisations and associations – equipment, space, skills and associated flora and fauna to avoid duplication)	Clerk and Councillors Clerk and Councillors Clerk and Land Management and Assets Working Group	31st March 2021 31st March 2021 To be decided by LM & A Working Group on formation	
To upkeep open spaces	GROUNDS MAINTENANCE – To manage the cutting of the grass within the village – The Circle, Wood Field recreation ground and play area, twitterns, and Post Office verge	To draw up specification to obtain quotations, agree best value for money contract and monitor contractors on a monthly basis	Clerk and Councillors	Ongoing Current three-year contract wef 01/04/20 to 31/03/23	
To upkeep open spaces	GROUNDS MAINTENANCE – To manage and maintain hedges and trees	To draw up a maintenance plan for Wood Field trees and hedges	Clerk and Land Management and Assets Working Group	31st March 2021	
To provide play facilities	WOOD FIELD RECREATION GROUND AND CHILDREN’S PLAY AREA – To update sports and children’s play area equipment as necessary	To draw up a replacement plan for sports equipment on Wood Field Recreation Ground To draw up a replacement plan for children’s play area equipment To draw up a maintenance plan for the children’s play area equipment	Clerk and Land Management and Assets Working Group	31st March 2021	

		To accrue funds to ensure equipment can be replaced	Finance Committee	Annually - October	
		To budget for annual maintenance and inspection of equipment	Finance Committee	Annually - October	
To comply with the law and ensure safety	OPEN SPACES – To maintain areas for community use and keep free from vandalism and anti-social behaviour	To obtain quotations for necessary maintenance and agree contractors	Clerk and Councillors	Ongoing	
		To carry out inspections regularly and identify any repairs required	Clerk and Councillors	Ongoing	
	To maintain a fund for long term maintenance of Wood Field and Knowle Wood	To allocate a fund/budget for continued maintenance/long term projects	Clerk and Councillors	Ongoing Annually – September (review)	
To comply with the law and ensure safety and upkeep	KNOWLE WOOD – To maintain the wood to an appropriate standard, ensuring safety and environmental issues are adhered to.	To implement the woodland plan	Clerk and Land Management and Assets Working Group	Ongoing	
		To establish a volunteer group to help maintain the wood	Clerk and Land Management and Assets Working Group	Ongoing	
		To establish the condition of the trees	Clerk and Land Management and Assets Working Group	Work completed on previous tree survey 2019 Survey to be undertaken every three years	
Provision of bins	DOG AND LITTER BINS – To ensure there are enough bins, they are emptied regularly and replaced/repared when required	To review and approve an annual dog bin emptying service with Rother District Council	Clerk and Councillors	Annually - February	
		To continue to ensure litter bins are emptied regularly and inspected for fault/repairs	Clerk and Councillors	Monthly	
To comply with the law and ensure safety	CRIME AND POLICING – To tackle and prevent crime in the village	To continue to engage with the local PSCO's and invite to Parish Council meetings	Clerk and Councillors	Monthly and ongoing	
		To assist with the set up of a Neighbourhood Watch scheme	Clerk and Councillors	31st March 2021	
		To continue to deal with speeding issues: - attend RALC meetings re speeding - support the local Speedwatch team - seek to reduce the speed limit in areas of the village - investigate methods of reducing speed	Clerk and Councillors	Ongoing Quarterly meeting	
To engage with the Community	COMMUNITY ENGAGEMENT – To engage with community groups, organisations and individuals to help shape the Parish Council's plans for the parish	To invite and encourage the public to attend Parish Council meetings and events	Clerk and Councillors	Monthly	
		To submit articles to the FRA magazine	Clerk and Councillors	Quarterly	
		To issue a regular newsletter from the Parish Council	Clerk and Councillors	New project – to start August 2020	
		To regularly update the website	Clerk and Councillors	Ongoing	
		To compile a welcome pack for new residents to the village – inc Parish Council, club's information etc (new working group)	Clerk and Councillors	31 st March 2022	
		To provide information and encourage residents to report issues – parking, overgrown hedges etc directly to the appropriate organisation	Clerk and Councillors	Ongoing	
		To nominate a Councillor as liaison link with local groups and	Clerk and named		

		clubs etc To encourage and assist clubs and organisations to apply for grants/funding	councillor Clerk and Councillors	31st July 2020 Continuous dialogue with local groups Ongoing	
To engage with the Community	COMMUNITY ENGAGEMENT – To continue to improve the facilities within the village for both young and elderly residents	To set up an independent volunteer Helping Hands scheme To set up a community café To build a new community hub on Wood Field To investigate better transport links for residents – volunteer transport etc	Clerk and Councillors Clerk and Councillors Clerk and Faircomm Steering Group Clerk and Councillors	31st March 2021 31st March 2022 31st March 2024 31st March 2021 Ongoing	
To engage with the Community and ensure safety	EMERGENCY PLAN – To maintain an emergency plan for the village	To maintain the Parish Council’s emergency plan To review the emergency plan and street warden scheme	Clerk and Councillors Clerk and Councillors	Ongoing 31st March 2022	
To engage with other organisations and Parish Councils	EXTERNAL ENGAGEMENT – To continue to improve links with external organisations	To continue to hold a local Parish Councils meeting (inc Pett, Guestling/Three Oaks and Icklesham) To continue to engage with District and County councillors and invite to meeting regularly To send a representative to external meetings (RALC, SSALC, Rother Clerks etc)	Clerk, Chair/Vice Chair Clerk and Councillors Clerk and Councillors	Quarterly Monthly When required	
To ensure staff and councillors are trained to the highest standard and keep up-to-date with legislation	TRAINING AND DEVELOPMENT - To support continued training and development for Councillors and staff	To support the Clerk to obtain the Cilca qualification To provide in-house induction and training for Councillors, Chair and Vice-chair To attend appropriate external training and conferences To provide an annual budget for staff training and development	Clerk and Parish Council Clerk and Councillors Clerk and Councillors Parish Council	End of 2020 Ongoing When necessary Every year	

Adopted:

Next Review:

Last update: