**Ockbrook and Borrowash Parish Council – Action Plan 2024.**

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| **Aim** | **Objective** | **Action** | **Who** | **Completion Date** |
| Financial Management | VAT return | Produce half yearly VAT return | Clerk | April |
| Community Engagement | Annual Parish meeting | Invite local groups to submit yearly reports and join the annual meeting. All to be published on the website. | Clerk | March |
| Community Engagement | Quarterly newsletter | Publish on the web, Facebook and distribute to certain establishments in the villages | Clerk | Quarterly ongoing |
| Comply with law and inform community | Internal Audit | Report to Parish Council  Publish on website | Internal auditor, RFO and Parish Council | April/May |
| Comply with law and inform community | Annual Return | Agreed at Mays Parish meeting. Send to external auditor and publish on website | Clerk and Parish Council | May/June |
| Comply with law and inform community | Notice of Public Rights and Publication of unaudited AGAR | Notify Council of conclusion at the meeting and publish on notice board and website | Clerk | July |
| Community Engagement | Summer children activities | Book the summer activities looking into grant possibilities | Clerk and Recreation committee | April/May/June  Activity in August |
| Community Engagement | Start preparations for Christmas | Book the Mayor/Mayoress. Liaise with the local groups | Clerk | August |
| Financial Management | VAT return | Produce half yearly VAT return | Clerk | October |
| Financial Management | Budget preparation | Email to committees on what they think they will spend, draft budget agreed at full Council. | Clerk, individual Committees and Parish Council | October/November/December |
| Comply with Law | Allotment tenancy agreements sent out | Collate returned agreements with the rent | Clerk | November/December/January |
| Community Engagement | Remembrance Day | Remembrance celebration from Borrowash to Ockbrook | Clerk, Recreation Committee and Parish Council | November |
| Community Engagement | Ockbrook and Borrowash Christmas Light switch on | Celebrations in the two villages | Clerk/ Recreation Committee | November |
| Financial Management | Set the precept and send request through to Erewash Borough Council | Agreed at full Council | Clerk/Finance and GP Committee and Parish Council | December |
| Comply with Health and Safety | Cemetery benches | Twice yearly bench inspections ensuring all are safe | Clerk | June and December |
| Monitor development and planning | Consider all planning applications which fall within and impact upon the Parish | Clerk to notify the full Council, place on agenda and Website. | Clerk and full Council | Ongoing |
| Comply with law and inform community | Keeping residents up to date with Parish Council news | Update notice boards, website and Facebook | Clerk | Ongoing |
| Quality Status for the Council | Achieve Quality Status under Local Council Accreditation scheme | Clerk to look at complete | Clerk | Ongoing |
| Comply with Law | Monitor defibrillators | Check each defibrillator quarterly | Clerk | Ongoing |
| Comply with Law | Review Parish Council policies/risk assessments and asset register | Clerk to check all are up to date. | Clerk and Parish Council/ Finance and GP Committee. | Ongoing as each reaches its review date and/or new legislation occurs |
| Provide Play facilities | Maintain play and fitness equipment | Conduct monthly play equipment inspections and action any issues | Contractor and Clerk | Ongoing |
| Enhance the Parish and its amenities | Continue to seek funding for projects, e.g. children’s holiday activities | Complete relevant grant application | Clerk and Councillors | Ongoing |
| Ensure Clerk and Council maintain good practice | Clerk and Council to attend relevant training courses to their roles | Clerk to identify new legislation and to seek relevant training. All new Councillors to attend Essential Training for Councillors | Clerk and Councillors | Ongoing |
| Comply with law and engage community | Ensure the website is kept updated | Update as and when required | Clerk | Ongoing |
| Comply with law and inform community | To ensure the Parish Councils administration is run efficiently and that information is transparent | Publish agendas, minutes, AGAR, budget and precept on the website and/or noticeboards | Clerk | Ongoing |
| Comply with Law | Memorial testing | Test memorials I Balmoral Road Cemetery and All Saints | Clerk | Starting 2024, will be done every 5 years |