

# Waltham Parish Council

EST. 1894

## Parish Council Action Plan 2021 – 2022

### Approved by Full Council on:

### Minute Reference:

Waltham Parish Council's Action Plan identifies what the Council aims to achieve over the next year with reference to the annual budget. The plan will be discussed at the Annual Parish Meeting in May, items added or deleted, and may be amended throughout the year as circumstances change or as a consequence of Covid 19 restrictions.

Aim	Objectives	Responsibility	Budget	Update
Ensure that all statutory Governance and Accountability requirements are met.	Publish agendas, minutes, meetings calendar and Councillor contact details on the website.	Clerk.	Within salary budget.	Monthly
Maintain budgetary control. Ensure transparency of information regarding Council Finances.	Publish information regarding payments, budget, audit, and annual Return.	Clerk with support of Councillors.	Within salary budget.	Monthly summary & quarterly review
Publish information on Councillor Responsibilities.	Consult with Councillors on range of activities and preferences.	Clerk in consultation with Councillors leading to resolution.	Within Salary budget plus incidental expenses.	Councillor updates at Full Council meetings
Ensure that all Policies and Procedures are regularly reviewed.	Maintain and publish Policy and Procedures section on Website.	Clerk with resolutions by full Council.	Within salary budget.	Annual Review according to need
Improve access to Parish Council notice boards.	Review location in consultation with the Village Hall Committee.	Clerk/Chairman with resolution by full Council.	Indicative budget of £2,000 (max).	Option appraisal at Annual Parish Meeting
Improve road safety in the Parish.	Review potential hazards and options for improvement.	Small working group with lead Councillor reporting to full Council	Indicative budget of £4,000 (max)	Consultation on options at Annual Parish Meeting
Achieve a Foundation Award under the Local Council Award Scheme.	Demonstrate that documentation is in place to meet the Criteria.	Clerk in consultation with Councillors leading to Resolution	£120 from Training Budget	Progress reports at Council Meetings.