**UPTON BY CHESTER AND DISTRICT PARISH COUNCIL**

Upton by Chester and District Parish Council agrees an action plan for the year ahead at the Annual Meeting of the Parish Council each year.

An Action Plan allows the Parish Council to remain focused on the things required from the Parish Council and identified by the needs of the parish.

It allows us to be ‘proactive’ rather that ‘reactive’ and measures our performance over the year.

**ACTION PLAN 2018/19**

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| **ITEM** | **ACTION** | **RESPONSIBILITY** | **START DATE** | **COMPLETE BY** | **BUDGET** |
| **COMMUNICATION** |  |  |  |  |  |
| Newsletter S/S | Produce and Distribute | Comms Cttee/ Clerk | January 19 | April 19 | £500 |
| Newsletter A/W | Produce and Distribute | Comms Cttee/ Clerk | July 18 | Dec 18 | £500 |
| Website | Update with all statutory PC documents | Clerk | May 17 | Ongoing | Employee costs |
| Social Media | Increase profile / branding / link to website | Comms Cttee / Clerk / IT support | May 17 | Ongoing | Employee costs |
| **COMMUNITY ENG** |  |  |  |  |  |
| NDP Consultation | Schools/businesses/  residents and community groups | NDP Steering Group | Ongoing | May 2019 | £2,000 |
| Pavilion Fun Day | Host and organise a community Fun Day | Councillors /Clerk /Pavilion Supervisor | June 2018 | 15.09.18 | £1,500 |
| Queen Elizabeth II Playing Field Project | Playground Consultation | Gen Purp Cttee/ Clerk | April 2018 | September 18 | £11,000 |
| War Memorial | Appoint contractor to carry out maintenance at the War Memorial | War Memorial Working Party/ Cllr Evans / Clerk | Summer 2018 | Summer 2018 | £1,432 plus  £6,500 grant |
| Litter Picking | Invite Upton residents to join in litter picking events | Cllr Evans | Various dates tbc | Several Complete /Ongoing |  |
| Christmas Market | To work in collaboration with an events organisation to arrange a Christmas Market at Weston Grove | Gen Purp Cttee/ Cllr Houlbrook / Clerk.  Chester Beer and Wine | Autumn 2018 | Dec 2018 | TBC |
| Carol Singing Event | To host a Christmas Community Carol Singing Event at Upton Pavilion | PC / Gen Purp Cttee / Clerk / Pavilion Supervisor | Autumn 2018 | Dec 2018 | £500  (inc trees) |
| Community Garden | To plant orchard trees as part of a new community garden | Gen Purp Cttee/  Clerk | Autumn 2018 |  | Donations |
| **EMPLOYMENT** |  |  |  |  |  |
| Appoint Casual Staff | Recruit casual staff to cover holidays and abs | Employment Cttee / Clerk | April 2018 | May 2018 | £1,800  (salary cost) |
| Staff Appraisals | To carry out staff appraisals for all permanent staff | Employment Cttee / Clerk | Sept 2018 | September 2019 |  |
| Pay Review | To consider a pay review for all permanent staff | Employment Cttee / Finance Cttee | Sept 2018  Nov 2018 |  |  |
| Training | To identify staff training needs via the staff appraisal | Employment Cttee / Clerk | September 2018 | Ongoing | £1,500  (tot budget) |
| **FINANCE** |  |  |  |  |  |
| Audit | To prepare and present the PC accounts for audit.  To display statutory notices as req | Clerk | May 2018 | Sept 2018 | £750 |
| Budget | To set the budget for the next financial period | Finance Cttee / Clerk | October 2018 |  | Staff costs |
| Monitoring | To monitor expenditure under the current budget | Finance Cttee / Clerk | October 2018 |  | Staff costs |
| **GOVERNANCE** |  |  |  |  |  |
| Cllr Training | To identify training required by Cllrs | Cllrs / Clerk | May 2018 | March 2019 | £1,500  (tot budget) |
| N.o.I Forms to Website | To post all Cllr Notification of Interest forms on the website | Cllrs / Clerk | June 2017 | Ongoing |  |
| Financial Regulatations | Review existing document | Cllrs / Clerk | May 2018 | May 2019 |  |
| Standing Orders | Review existing document | Cllrs / Clerk | May 2018 | May 2019 |  |
| Annual Parish Assembly | To propose a motion to the ChALC AGM regarding the abolition of the Annual Parish Assembly | PC / Clerk / Cheshire Assoc of Local Councils | October 2018 | October 2018 |  |
| **POLICIES** |  |  |  |  |  |
| GDPR | To attend training on new legislation.  To appoint a Data Protection Officer.  To carry out a Data Audit.  To work towards compliance with all aspects of the new GDPR legislation. | Communication  Cttee / Clerk /  PC | April 2018 | September 2018 | £250 |
|  |  |  |  |  |  |
| Disciplinary Procedure Policy | To write a Disciplinary Policy | Finance Cttee / Clerk / PC | May 2018 |  | Staff costs |
| Complaints Procedure Policy | To re-write the Complaints Policy | Clerk / PC | May 2018 |  | Staff costs |
| Health & Safety Policy | To re-write the Complaints Policy |  | June 2018 |  | Staff costs |
| Equality Policy | To re-write the Complaints Policy |  | June 2018 |  | Staff costs |
| Training Policy | To re-write the Complaints Policy |  | July 2018 |  | Staff costs |
|  |  |  |  |  |  |
| **PROJECTS** |  |  |  |  |  |
| Local Council Award Scheme | To work towards and complete the LCAS to ‘Gold’ Level | Chairman / Clerk | September 2018 |  | £75 |
| Play Equipment | To review PC play equipment and identify grant funding sources by the QE II Sub –Committee.  Appoint a project manager | QE II Sub - Committee / Clerk | May 2018 | Ongoing | Grant funding |
| Bowling Green | To continue with an intense maintenance program to bring the bowling green up to a high standard | PC / Clerk / Pavilion Supervisor.  (use of contractor) | April 2018 | March 2019 | £6,000 |
| Chemistry Pits | To plant willow trees in flood areas.  To carry out maintenance in the wildlife area. | Gen Purp Cttee / Clerk.  (use of contractor) | April 2018 |  | £80  £250 |
| Meeting Room / Function Room | To appoint a contractor to make a housing for the boiler /  Also a wall mounted cupboard to house electric sockets | Gen Purp Cttee / Clerk / Pavilion Supervisor.  (use of contractors) | May 2018 | May 2018 | £500 |
| Tennis Courts | To appoint a contractor to carry out a deep clean of the all-weather courts | Gen Purp Cttee/ Fin Cttee/ Clerk / Pavilion Sup.  Use of contractor | April 2018 | April 2018 | £6,000 |

**ACTION PLAN 2019/20**

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| **ITEM** | **ACTION** | **RESPONSIBILITY** | **START DATE** | **COMPLETE BY** | **BUDGET** |
| **COMMUNICATION** |  |  |  |  |  |
| Newsletter S/S | Produce and Distribute | Comms Cttee/ Clerk | January 20 | April 20 | £500 |
| Newsletter A/W | Produce and Distribute | Comms Cttee/ Clerk | July 19 | Dec 19 | £500 |
| Website | Update with all statutory PC documents | Clerk | April 2019 | Ongoing | Employee costs |
| Social Media | Increase profile / branding / link to website | Comms Cttee / Clerk / IT support | April 2019 | Ongoing | Employee costs |
| **COMMUNITY ENG** |  |  |  |  |  |
| NDP Consultation | Schools/businesses/  residents and community groups | NDP Steering Group | Ongoing | May 2019 | £2,000 |
| Pavilion Fun Day | Host and organise a community Fun Day | Councillors /Clerk /Pavilion Supervisor | June 2019 | 14 September 20 | £1,500 |
| Queen Elizabeth II Playing Field Project | Public Consultation | QE II Playing Field Committee | April 2019 | March 20 |  |
| War Memorial | Maintenance of the garden/build ongoing maintenance fund | Cllrs / Clerk | April 2019 | March 20 | £1000 |
| Litter Picking | Invite Upton residents to join in litter picking events | Cllrs | Various dates tbc | Several Complete /Ongoing | £0 |
| Christmas Market | To work in collaboration with an events organisation to arrange a Christmas Market at Weston Grove | Gen Purp Cttee/ Clerk.  Chester Beer and Wine | Autumn 2019 | Dec 2019 | TBC |
| Carol Singing Event | To host a Christmas Community Carol Singing Event at Upton Pavilion | PC / Gen Purp Cttee / Clerk / Pavilion Supervisor | Autumn 2019 | Dec 2019 | £500  (inc trees) |
| Community Orchard | To build raised beds in the orchard | Gen Purp Cttee/ Clerk / community | Autumn 2019 |  | £ tbc |
| **EMPLOYMENT** |  |  |  |  |  |
| Appoint Casual Staff | Recruit casual staff to cover holidays and abs | Employment Cttee / Clerk | April 2019 | May 2019 | £2,000  (salary cost) |
| Staff Appraisals | To carry out staff appraisals for all permanent staff | Employment Cttee / Clerk | Sept 2019 | September 2020 |  |
| Pay Review | To consider a pay review for all permanent staff | Employment Cttee / Finance Cttee | Sept 2019  Nov 2019 |  | £1,000 |
| Training | To identify staff training needs via the staff appraisal | Employment Cttee / Clerk | September 2019 | Ongoing | £1,500  (tot budget) |
| **FINANCE** |  |  |  |  |  |
| Audit | To prepare and present the PC accounts for audit.  To display statutory notices as req | Clerk | May 2019 | Sept 2019 | £800 |
| Budget | To set the budget for the next financial period | Finance Cttee / Clerk | Finance Cttee / Clerk | October 2019 | Staff costs |
| Monitoring | To monitor expenditure under the current budget | Finance Cttee / Clerk | Finance Cttee / Clerk | October 2019 | Staff costs |
| **GOVERNANCE** |  |  |  |  |  |
| Cllr Training | To identify training required by Cllrs | Cllrs / Clerk | May 2019 | March 2020 | £1,500  (tot budget) |
| N.o.I Forms to Website | To post all Cllr Notification of Interest forms on the website | Cllrs / Clerk | June 2019 | Ongoing |  |
| Financial Regulatations | Review existing document | Cllrs / Clerk | May 2019 | May 2019 |  |
| Standing Orders | Review existing document | Cllrs / Clerk | May 2019 | May 2019 |  |
| Annual Parish Assembly | To review the motion proposed to the ChALC AGM regarding the abolition of the Annual Parish Assembly | PC / Clerk / Cheshire Assoc of Local Councils | April 2019 | April 2019 |  |
| **POLICIES** |  |  |  |  |  |
| GDPR | To monitor the PC’s use of personal data to ensure compliance with all aspects of GDPR legislation. | Communication  Cttee / Clerk /  PC | April 2019 | March 2020 |  |
| **PROJECTS** |  |  |  |  |  |
| Local Council Award Scheme | To maintain the standard of the LCAS to ‘Gold’ Level | Chairman / Clerk | April 2019 |  | £0 |
| Play Equipment | To action the decisions of the QE II Sub-Committee | QE II Sub - Committee / Clerk | April 2019 | Ongoing | Grant funding |
| Bowling Green | To continue with the agreed maintenance program to bring the bowling green up to a high standard | PC / Clerk / Pavilion Supervisor.  (use of contractor) | April 2019 | March 2020 | £10,000 |
| Chemistry Pits | To continue to consider improvements to the area | Gen Purp Cttee / Clerk.  (use of contractor) | April 2019 | March 2020 | £ ring fenced sum |
| Tennis Courts | To consider improvements with the QE II Projects – new fencing, lighting and access system | Gen Purp Cttee/ Fin Cttee/ Clerk / Pavilion Sup .  Use of contractor | April 2019 | March 2020 | Grant funding |

ACTION PLAN 2020/21

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| **ITEM** | **ACTION** | **RESPONSIBILITY** | **START DATE** | **COMPLETE BY** | **BUDGET** |
| **COMMUNICATION** |  |  |  |  |  |
| Newsletter S/S | Produce and Distribute | Comms Cttee/ Clerk | January 21 | April 21 | £500 |
| Newsletter A/W | Produce and Distribute | Comms Cttee/ Clerk | July 20 | Dec 20 | £500 |
| Website | Update with all statutory PC documents | Clerk | April 2020 | Ongoing | Employee costs |
| Social Media | Increase profile / branding / link to website | Comms Cttee / Clerk / IT support | April 2020 | Ongoing | Employee costs |
| **COMMUNITY ENG** |  |  |  |  |  |
| Pavilion Fun Day | Host and organise a community Fun Day | Councillors /Clerk /Pavilion Supervisor | June 2020 | September 20 | £1,500 |
| Queen Elizabeth II Playing Field Project | Public Consultation | QE II Playing Field Committee | April 2020 | March 21 |  |
| War Memorial | Maintenance of the garden/build ongoing maintenance fund | Cllrs / Clerk | April 2020 | March 21 | £1000 |
| Litter Picking | Invite Upton residents to join in litter picking events | Cllrs | Various dates tbc | Several Complete /Ongoing | £0 |
| Christmas Market | To work in collaboration with an events organisation to arrange a Christmas Market at Weston Grove | Gen Purp Cttee/ Clerk.  Chester Beer and Wine | Autumn 2020 | Dec 2020 | TBC |
| Carol Singing Event | To host a Christmas Community Carol Singing Event at Upton Pavilion | PC / Gen Purp Cttee / Clerk / Pavilion Supervisor | Autumn 2020 | Dec 2020 | £500  (inc trees) |
| Community Garden | To consider other aspects of providing a community garden | Gen Purp Cttee/ Clerk | April 2020 | March 2021 | £ tbc |
| **EMPLOYMENT** |  |  |  |  |  |
| Appoint Casual Staff | Recruit casual staff to cover holidays and abs | Employment Cttee / Clerk | April 2020 | May 2020 | £2,000  (salary cost) |
| Staff Appraisals | To carry out staff appraisals for all permanent staff | Employment Cttee / Clerk | Sept 2020 | September 2020 |  |
| Pay Review | To consider a pay review for all permanent staff | Employment Cttee / Finance Cttee | Sept 2020  Nov 2020 |  | £1,000 |
| Training | To identify staff training needs via the staff appraisal | Employment Cttee / Clerk | September 2020 | Ongoing | £1,500  (tot budget) |
| **FINANCE** |  |  |  |  |  |
| Audit | To prepare and present the PC accounts for audit.  To display statutory notices as req | Clerk | May 2020 | Sept 2020 | £800 |
| Budget | To set the budget for the next financial period | Finance Cttee / Clerk | Finance Cttee / Clerk | October 2020 | Staff costs |
| Monitoring | To monitor expenditure under the current budget | Finance Cttee / Clerk | Finance Cttee / Clerk | October 2020 | Staff costs |
| **GOVERNANCE** |  |  |  |  |  |
| Cllr Training | To identify training required by Cllrs | Cllrs / Clerk | April 2020 | March 2021 | £1,500  (tot budget) |
| N.o.I Forms to Website | To post all Cllr Notification of Interest forms on the website | Cllrs / Clerk | June 2019 | Ongoing |  |
| Financial Regulatations | Review existing document | Cllrs / Clerk | May 2020 | May 2020 | Nil |
| Standing Orders | Review existing document | Cllrs / Clerk | May 2020 | May 2020 | Nil |
| Annual Parish Assembly | To review the motion proposed to the ChALC AGM regarding the abolition of the Annual Parish Assembly | PC / Clerk / Cheshire Assoc of Local Councils | April 2020 | April 2020 | Nil |
| **POLICIES** |  |  |  |  |  |
| GDPR | To monitor the PC’s use of personal data to ensure compliance with all aspects of GDPR legislation. | Communication  Cttee / Clerk /  PC | April 2020 | March 2021 |  |
| **PROJECTS** |  |  |  |  |  |
| Local Council Award Scheme | To maintain the standard of the LCAS to ‘Gold’ Level | Chairman / Clerk | April 2020 |  | £0 |
| Bowling Green | To continue with the agreed maintenance program to bring the bowling green up to a high standard | PC / Clerk / Pavilion Supervisor.  (use of contractor) | April 2020 | March 2021 | £6,000 |
| Chemistry Pits | To continue to consider improvements to the area | Gen Purp Cttee / Clerk.  (use of contractor) | April 2020 | March 2021 | £ ring fenced sum |
| Tennis Courts | To consider improvements with the QE II Projects – new fencing, lighting and access system | Gen Purp Cttee/ Fin Cttee/ Clerk / Pavilion Sup .  Use of contractor | April 2020 | March 2021 | Grant funding |
| QE II Playing Field Project | To continue to work on areas identified in the 5 yr action plan | QE II Sub-Committee/ Clerk/ Pavilion Supervisor | April 2020 | March 2021 | Grant funding |