

FULL COUNCIL
GOVERNANCE / 13M / Q=>1/3 (min3) MONTHLY

FINANCE, ASSET & RISK
C / ≤8M / Q= >1/3 (min3)
MONTHLY
EXECUTIVE / ADVISORY

- Payments and expenditures
- Banking E
- Council Legal Accounts E
- Future Planning /Earmarking of retaining budget /Precept
- Asset management and insurance
- Risk Assessments
- Monitoring Committee budgets
- Advising on Budget Allocation
- Asset Management
- Insurance
- Adhere to Financial Regulations
- Financial awareness training E
- Working with the RFO and Auditors on 'good practice' E
- Security: Data Breach

POLICIES, PRACTICES & PROCEDURES
WG / ≤6M / Q = 3
ADVISORY
TRIMONTHLY
NON-PUBLIC

- Annual Calendars
- Policies and Procedures
- New Council advice/ new procedures to be implemented
- Review of all Policies
- Advising on Updates needed
- Updating / Rewriting Policies

PARISH HALL MANAGEMENT
C / ≤10M / >1/3 (min3)
MONTHLY
EXECUTIVE / ADVISORY

- Finalising Contracts for work needed with Hall
- Allotments management E /rental and maintenance E
- Hall bookings E /expansion ideas & planning
- Collection of Fees E
- Hiring disputes
- Hall management, /rental and maintenance
- TV licence E
- Alcohol licence E
- Equipment renewal E
- Safe storage management E
- Fire Regulations E
- Health and safety
- Complaints from users

PLANNING
C / ≤8M / Q= >1/3 (min3)
EXECUTIVE
MONTHLY/AS REQUIRED
Prior to FULL COUNCIL

- Building plans submitted / responses E
- New Building Regulations

STAFFING
C / ≤6M / Q= >1/3 (min3)
ADVISORY
AS REQUIRED
TRIMONTHLY
NON-PUBLIC

- Staffing / Performance reviews
- Appointments
- Advise on Councillors and Staff training
- Complaints from staff

COMMUNITY ENGAGEMENT C / ≤8M / Q= >1/3 (min3)
MONTHLY EXECUTIVE / ADVISORY

- Grants
- Donations
- Community involvement activities
- Facebook management E
- Website management/production E
- Grand Community Events planning and involvement
- Community contact
- Business Liaison
- Town/District Liaison
- Updating Notice Boards E
- Complaints from parishioners

SPEED CALMING
WG / ≤6M / Q = 3
ADVISORY

HERITAGE
WG / ≤6M / Q = 3
ADVISORY

- Neighbourhood Plan
- Heritage walks / information sharing

DROP-IN Sessions
Weekly Term Time
WG / ≤6M / Q = 3
ADVISORY

NEIGHBOURHOOD
C / (M=same as CE above) / Q= >1/3 (min3)
MONTHLY

- Street Lighting
- Infrastructure Maintenance (Highways, Boundaries, etc.)
- Map of Assets E
- Maintenance of bus shelters E
- Oversight of Common Land E
- Maintenance of churchyards
- Cleaning/drainage ponds and ditches E
- Grass cutting and roadside verges E
- Creation/ maintenance of footpaths & bridleways
- Maintenance of War Memorials
- Maintenance of Rights of Way
- Recreational grounds and play areas
- Lighting of footpaths
- Asset monitoring E
- Maintenance of Notice Boards E
- Black Grit Bins and Benches E
- Yellow Grit Bins