

Pulham st Mary Parish Council - Action Plan 2024 25

Tasks Out standing from 2023 24 - Clerk appraisal - moved provision of play equipment to 2024 25
Projects

Aims/objectives	Actions	Responsibility
Apr-24 Prepare EOY Accounts	Final EOY adjustments approved at April meeting	RFO/Council
Apr-24 CIL/Community Improvement Projects	CIL 31/3/24 £10,666.30 + £4,049.57 received May 2024 - Projects identified for 2024/25 - provide additional play equipment - repurpose building at South Green - provision of bus shelter	(1) RFO CIL schedule(2) councillors/working groups for future projects TBC
To consider application from community groups for funding to support projects within 2024/25	Council have agreed to set aside £3,000 for community support during 2024/25 - includes support for individual applications, Xmas Tree and Defibrillator maintenance.	
Commence using periodic playground maintenance schedule to reflect Rospa	Up date schedule to reflect Rospa Requirements to ensure health and safety levels maintained	ClIr Freeman/Sports and Recreation committee
May-24 Complete Internal Audit /Approve EOY Hold APCM (AGM) Receive reviewed policies Review committees Review Bank Mandates Set calendar of meetings for year Improvements/Repairs at Playground	Consider internal audit recommendations, approve, sign and date AGAR part 3 sections 1 & 2 Details Below; Receive reviewed policies /adopt new policies if required at May meeting Consider membership of current/purpose new committees if required at May meeting Consider/ratify current mandates at May meeting Consider and ratify at May meeting Schedule work identified by periodic parish maintenance check to ensure fully compliant for Rospa Inspection	Council, Chair & RFO/Clerk Council Council Council Council ClIr Freeman/Sports and Recreation Committee/volunteer working group
Jun-24 Submit EOY for external Audit/Exercise rights Review Asset Register Renew Insurance Annual Playground inspection	Submit EOY audit documents to External Auditor, publish AGAR part 3 section 1 & 2 , and notice of period for exercise of public rights Update current insurance values and display on the parish website Policy due for 3 yearly review Complete Annual report	Clerk Clerk/Council Clerk/Council ROSPA Working Group/Other village groups
Jul-24 Improvements/repairs at Playground Litter pick	Schedule works, identified at annual ROSP inspection Work colaborativley to deliver village litter pick	ClIr Freeman/Sports and Recreation Committee/volunteer working group Pennoyers/other village groups
Aug-24 No Meeting		
Sep-24 Respond to External Audit/display notices Set Allotment Rents	Consider recommendations, act upon recommendations, display notice of conclusion and admendment to AGAR part 3, Sections 1 & 2 (12) Clerk present income and expenditure report for council consideration. Ratify allotment rents for 2024/25	Clerk/Council Clerk/Council
Oct-24 Review Maintenance contracts Review annual inspection programme Consider new Mid/Longer term projects	Consider current contract or renewal tenders, ratify at October meeting Consider ROSPA report, S&R report on community assets, Foot path report - consider action required Any community projects raised by council or suggested at APM - Is additional burial ground required / Clerk requested feed back from	Council Council Council
Nov-24 Commence Budget preparation Clerks appraisal	Clerk present first draft budget for consideration, including antisipated parish expenditure and proposed projects for coming year Consider duties and terms, recommend changes if required	RFO/Council Chair/Min 1 other member/Clerk
Dec-24 Continue Budget preparation	Ongoing consideration	RFO/Council
Jan-25 Agree Budget and set precept Submit precept Confirm date for APM	Ratify budget and set precept at January meeting date TBA Consider date between March and May 2025	Council RFO Council
Feb-25 Commence Policy reviews Chase unpaid debts Prepare for APM Review internal Auditor	Clerk to recommend ammendments as required/council can appoint working group if required Preparation of accounts for YE Invite local groups/advertise event Internal auditor to be ratified annually and consideration given to appointing a new auditor every 3 years	Clerk/Council Clerk Clerk Council
Mar-25 Complete PAYE and VAT returns Adopt Action Plan 2025/26 Annual Parish Meeting Continue review of policies (if required)	Complete statutory PAYE returns and documents. Compete VAT return in preparation for YE Prepare action plan for parish buisiness, appoint working group if required Invite parisioners, local groups/advertise event - Chairman to Chair if in attendance Consider ammendments and receive upgraded documents	RFO Clerk/working group Clerk/Council/Parishioners Council