

Pulham st Mary Parish Council - Action Plan 2025 26

Tasks
Projects

Aims/objectives	Actions	Responsibility
Apr-25 Prepare EOY Accounts	Final EOY adjustments approved at April meeting	RFO/Council
Apr-25 CIL/Community Improvement Projects	CIL - 1) to confirm annual CIL balance to District Council at YE 2) Projects identified for 2025/26 - support repurposing of facilities at South Green, to provide kissing gate and FP improvements (if not completed in 2024/25)	(1) RFO CIL schedule(2) councillors/working groups for future projects TBC
To consider application from community groups for funding to support projects within 2025/26	Council have agreed to set aside approx £5.5k for community support during 2025/26 - includes support for individual applications, Xmas Tree and Defibrillator maintenance. Any unused balance will be set aside for future expenditure to maintain community assets	
May-25 Complete Internal Audit /Approve EOY Hold APCM (AGM) Receive reviewed policies Review committees Review Bank Mandates Set calendar of meetings for year	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	Council, Chair & RFO/Clerk Council Council Council Council
Jun-25 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
Jul-25 Improvements/repairs at Playground Litter pick	Schedule works, identified at annual ROSP inspection in May/June Work collaboratively to deliver village litter pick	Cllr Freeman/Sports and Recreation Committee/volunteer working group Pennoyers/other village groups
Aug-25 No Meeting		
Sep-25 Respond to External Audit/display notices Set Allotment Rents	Consider recommendations, act upon recommendations, display notice of conclusion and amendment 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-25 Review Maintenance contracts Review annual inspection programme Consider new Mid/Longer term projects	Consider current contract or renewal tenders, ratify at October meeting To review S&R report on community assets, Foot path report - consider action required (these reports are provided periodically during the year) Any community projects raised by council or suggested at APM	Council Council Council
Nov-25 Commence Budget preparation Clerks appraisal	Clerk present first draft budget for consideration, including anticipated 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-25 Continue Budget preparation	Ongoing consideration	RFO/Council
Jan-26 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 2026	Council RFO Council
Feb-26 Commence Policy reviews Chase unpaid debts Prepare for APM Review internal Auditor	Clerk to recommend amendments 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-26 Complete PAYE and VAT returns Adopt Action Plan 2026/27 Annual Parish Meeting Continue review of policies (if required)	Complete statutory PAYE returns and documents. Complete VAT return in preparation for YE Prepare action plan for parish business, appoint working group if required Invite parishioners, local groups/advertise event - Chairman to Chair if in attendance Consider amendments and receive upgraded documents	RFO Clerk/working group Clerk/Council/Parishioners Council

Notes