



**Cringleford Parish Council Parish Council
Action Plan April 2017 – March 2018**

Cringleford Parish Council will publish its action plan annually in March, for the forthcoming financial year. The Plan will be drawn from the annual budget which includes project expenditure for the forthcoming year; from matters raised by members of the public during the Annual Parish Meeting; and from matters identified within parish council meetings.

The Action Plan will be formally reviewed by Council on a quarterly basis, to include an update on the matters identified; addition of any further appropriate actions identified during the quarter; and signing off any completed actions.

Ongoing Projects.

	Action	Objective	Action By:	Complete By
1	Meet requirements of the Transparency Code 2014 by ensuring that the relevant information is published by 1 July annually.	To meet legal requirements to make all relevant information easily accessible to the public.	Clerk	June 2017 annually.
2	To update policies and procedures where required.	To ensure the councillors and the clerk work to current legislation and best practice.	Clerk / appropriate committee.	Ongoing
3	Review risk register on a regular basis.	Good risk management.	FAG / Clerk	Ongoing
4	To continue good governance of the parish by making it mandatory for new councillors to attend New Councillor training and other training as required. To support staff in attending	To have councillors and clerk who are up to date on all relevant legislation	Councillors / staff.	When required.

Agreed November 2016
Review November 2017



training, courses and conferences.	and can manage the parish council appropriately.		
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Special / One-Off Projects for 2017/18

	Action	Objective	Action By:	Start Date	Complete By
5	Looking at the long term possibilities and the benefits of allowing parishioners / local businesses / the school to hire the grounds maintenance services of the parish council.	To use council facilities and staff to provide greater service to parishioners and obtain revenue for it.	Council / Clerk	October 2016	April 2017
6	To form a small working group to consider the future pricing structure of TWC and the marketing strategy of TWC.	To make TWC competitive and to increase the number of hours the centre is hired for.	FAG / Clerk	December 2016	April 2017
7	Following consultation with clubs, to commence hiring the TWC football pitch out; or to hold a public meeting to determine parish needs for the ground if football not feasible.	To provide facilities for the parish and a revenue stream for the parish council.	RAAG / FAG / Clerk.	October 2016	February 2017
8	To obtain new play equipment for the recreation ground once the outcome of funding applications is known. To replace the rotten wooden fencing around the playground.	To improve the play area for local children	RAAG / Clerk	March 2017	Depends on date application response received



9	To manage the new open spaces in Roundhouse Park appropriately, by recruiting new staff / an apprentice and adding the work into the current schedule.	To ensure that high standards are maintained.	FAG / RAAG / Clerk	In progress	When land accepted.
10	Review parish council communication methods such as website, notice boards and facebook page with a view to communicating more widely with parishioners and to better understand areas of concern.	To ensure that information is accessible to parishioners and councillors.	Council / Clerk.	January 2017 for new website, then ongoing review.	April 2017
11	To carry out a feasibility study into a new Pavilion being built in 2018, including liaising with Planning, accessing funding streams, and hiring an architect.	To provide an updated and safe facility to parishioners.	RAAG / FAG / Clerk	March 2017	December 2017

Sonya Blythe – Parish Clerk
November 2016