

SANDIACRE PARISH COUNCIL

ACTION PLAN 2025/2026

Objective	Actions required	Timescale	Action by
Annual Accounts & Audit	<i>To ensure there is transparent information provided regarding payments, audit documents, budget and Precept</i>	<i>Follow legal requirements</i>	<i>Clerk to display information on website and notice boards prior to and following external audit</i>
Assets	<i>To ensure all Council assets are maintained in a safe and proper manner</i>	<i>Ongoing</i>	<i>Councillors to write-off obsolete items / review Asset Register</i>
	<i>Play equipment / Park equipment</i>	<i>Daily sight checks (AW)</i>	<i>Sovereign produce play equipment reports on both parks every 3 months + Annual inspection</i>
Budget	To continue to safeguard public money and maintain high levels of service whilst taking into account reductions in the Concurrent Functions grant from EBC.	November	Finance Committee meets in November to makes recommendations to full Council for ratification
		January	Full Council sets the budget and Precept figure
Cemetery & Church Grounds	To maintain the grounds in good and safe order.	Ongoing	Clerk to manage a continuing programme of headstone testing within the Cemetery and Church grounds, meeting latest statutory guidance: At least every 5 year maintenance checks of headstones
	To ensure memorial headstones are compliant with current safety standards		
Christmas Lights	To ensure safe and legal compliance	Annually	Annual structural testing of lamp columns Apply DCC for licence to install on the highway
Flower beds and Amenity Areas (Padmore Moorings)	To ensure flower beds and open spaces look attractive and well kept to bring a sense of pride in the community.	April to October	Clerk liaises with contractor
Good Governance	Elections	As required	Vacancies filled
	Clerk/Responsible Finance Officer	Ongoing	Experienced Clerk: Attends training to keep updated
	Trained and experienced Councillors		Clerk to ensures Councillors are aware of DALC training opportunities throughout the year
	Monthly meetings		

Grant funding	To seek additional sources of grant funding to ease budget pressures, including EBC's Community Grant Scheme and Awards for All	Ongoing	Clerk (as RFO) sources funders. Councillors decide projects required Clerk submits application bids
Health & Safety	<i>To ensure the Parish Council meets current requirements for staff, Councillors, contractors and the public at events and activities</i>	<i>Ongoing</i>	<i>Clerk to ensure Insurance is renewed and updated.</i>
Newsletter	To provide community news and details of the Councils' events and actions throughout the year.	Ongoing	Clerk liaises with Chairman over content and distribution
Policies	To ensure all Council Policies are reviewed and updated, as required. Including Financial Regulations & Standing Orders	Ongoing	Clerk and Councillors work to current legislation and best practice.
Planning	To comment on all planning applications for the parish to ensure that local issues and opinions are presented to EBC, the Planning Authority	Ongoing	To seek the introduction of a Neighbourhood Plan To be aware of Material Considerations Submission of comments by Clerk
Parks and public Open Spaces	To ensure community engagement and partnership working to discourage acts of vandalism and ASB on parks.	Ongoing	The Council meet local Police Officers. The Council support crime prevention measures
Trees	To ensure the safety of trees on Council land	Ongoing	Clerk arranges an annual tree survey and prioritises areas for work based on risk.
Website	To maintain an up-to-date website, providing local groups with a means of advertising their events. To provide the latest news and documentation from the Parish Council	Ongoing	Clerk liaises with website administrator to ensure content is reviewed and up to date

Review: April 2025

Next review: April 2026

Review: Annually