



BREDE PARISH COUNCIL

Action Plan 2021-2023

1st September 2021 to 31st March 2023
2021

Prepared September 2021

Last Updated September

Month	Aim/Objective	Action	Responsible person (s)	Completion Date
September 2021	Tree Inspection <i>To ensure public safety</i>	To request arborist to do yearly tree inspection (arborist appointed for 3 years in 2020). To receive report and decide on works required To obtain quotes for works required, as per specification drawn up from report. To appoint a tree surgeon from quotes received to undertake works	Clerk Council Clerk Council	September 2021 September 2021 October 2021 November 2021 End February 2021
September 2021	Completion of Audit <i>To ensure transparency.</i>	To receive the external audit. To publish the result of the external audit	Council Clerk	September 2021
September 2021	To demolish to Community Hall <i>To ensure public safety</i>	To obtain three quotes for demolition. To arrange the required permissions To disconnect all services To cancel insurance cover for the building.	Clerk/Full Council Clerk Clerk Clerk	December 2021
October 2021	To prepare and deliver the Parish Newsletter for November <i>To engage with the Community.</i>	Parish Newsletter to be prepared by Editor. Clerk to do final proof read and send to printers. Clerk to prepare rounds for delivery and distribute to deliverers.	Parish Newsletter Editor, Clerk and Councillor Distributors	1st November 2021

November 2021	Clerks Appraisal (2 years) <i>To ensure smooth running of the council and encourage training and development opportunities.</i>	To perform the clerk's appraisal (2nd year) To report to Council results of appraisal and agree any actions or salary review	Staffing Committee Full Council	End December 2021
November 2021	Prepare for Annual Parish Meeting	Decide on and Book speakers	Council	End March 2022
December 2021	To discuss the budget for 2022-23 <i>To ensure financial stability.</i>	To review expected expenditure for 2021-22 To consider budgets and requirements for 2022-23, including consideration of costs for actions and projects for 2022-23	Council. All Councillors	End December 2021
January 2022	To agree the precept required for 2022-23	Full council to agree the budget and precept	Full Council	1st February 2022
March 2022	To prepare and deliver the Parish Newsletter for April <i>To engage with the Community.</i>	Parish Newsletter to be prepared by Editor. Clerk to do final proof read and send to printers. Clerk to prepare rounds for delivery and distribute to deliverers.	Parish Newsletter Editor, Clerk and Councillor Distributors	1st April 2022
April 2022	Completion of Accounts, Audit and Annual Governance and Accountability Return. (AGAR). <i>To ensure transparency of accounts, comply with legislation and keep community informed.</i>	Accounts, internal audit and AGAR to be presented to full council for approval and signing. Publication of appropriate documents on website and noticeboards, including excise of Public Rights.	Clerk and Full Council Clerk	June 30 th 2022
April 2022	To review the Councils insurance cover and provider. (3 year review). <i>To ensure correct levels of insurance are maintained and value for money achieved.</i>	To obtain three quotes for Council insurance. To compare and approve the correct level of cover at the Annual Meeting of the Council.	Clerk Full Council	May 2022

May 2022	Annual Parish Meeting <i>To engage with the Community and as required in legislation</i>	To publicise correctly. Book any speakers required. Consider refreshments	Clerk Clerk Full Council	1 st June 2022
May 2022	Brede Awards Nominations To engage with the Community	To advertise the request for nominations for the Three Brede Awards categories by mid June. Councillors to make final decisions at end of June meeting. Clerk to retrieve trophies from last years winners and get engraved for presentation To present trophies to winners at Annual Parish Meeting	Clerk Council Nominated Councillor. Chairman	May 2022
May 2022	To review and check the assets of the Council. <i>To protect the Councils assets. To ensure the safety of the public</i>	Check and update the risk register, ensuring all assets are identified and accounted for. Inspect condition of assets and undertake any maintenance required.	Clerk, with nominated Councillor for each section of the asset register	End June 2022
June 2022	To prepare and deliver the Parish Newsletter for July. <i>To engage with the Community.</i>	Parish Newsletter to be prepared by Editor. Clerk to do final proof read and send to printers. Clerk to prepare rounds for delivery and distribute to deliverers.	Parish Newsletter Editor, Clerk and Councillor Distributors	1 st July 2022
June 2022	Garden Competition To engage with the community	To request nominations for Best Kept Garden categories, via newsletter, website and noticeboards To appoint judges and have gardens judged To present winning certificates	Clerk Council Chairman	End June 2022
July 2022	Play Equipment inspection <i>To comply with the law and health and safety regulations</i>	To appoint a play equipment inspector. To have equipment inspected. To review inspection and decide on actions required.	Council Clerk Council	End July 2022

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November 2022	Clerks Appraisal (3 years) <i>To ensure smooth running of the council and encourage training and development opportunities.</i>	To perform the clerk's appraisal (3 rd year) To report to Council results of appraisal and agree any actions or salary review	Staffing Committee Full Council	End December 2022
November 2021	Prepare for Annual Parish Meeting	Decide on and Book speakers	Council	End March 2022
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January 2023	To agree the precept required for 2022-23	Full council to agree the budget and precept	Full Council	1 st February 2023
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