



BREDE PARISH COUNCIL

Action Plan 2023-2027

1st January 2023 to 31st March 2027

Prepared November 2022

Last Updated November 2022

Month	Aim/Objective	Action	Responsible person (s)	Completion Date
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 (2nd year) To report to Council results of appraisal and agree any actions or salary review	Staffing Committee Full Council	End December 2022
November 2022	Highways works	To decide if feasibility study required and book	Clerk and Council	End December 2022
November 2022	Prepare for Annual Parish Meeting	Decide on date and Book speakers	Council	End March 2023
November 2022	To set up a working party for the Recreation Ground	To appoint members to a working party. To agree terms of reference	Clerk and Council	End December 2022
November 2022	To consider chain link fence to Village Green	To get quotes, and select contractor To authorise works to be done	Clerk and Council	End April 2023
December 2022	To discuss the budget for 2023-24 <i>To ensure financial stability.</i>	To review expected expenditure for 2022-23 To consider budgets and requirements for 2023-24, including consideration of costs for actions and projects for 2023-24	Council. All Councillors	End December 2022

January 2023	Plans for the Coronation	To agree the budget in the precept To research and select an item to present to the School Children To decide on any Parish Celebrations and books any requirements, eg, toilets, band, bunting	Clerk and Councillors	End April 2023
January 2023	Removal of Second Telephone Box	To check if electric removed To contact interested parties for removal To ensure removal takes place	Clerk	End December 2023
January 2023	To agree the precept required for 2023-24	Full council to agree the budget and precept	Full Council	1st February 2023
March 2023	Highways works	To review feasibility study and decide of any works required, funding needed	Clerk and Council	
March 2023	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 2023
March 2023	Annual Parish Meeting To engage with the Community and as required in legislation	To publicise correctly. Book any speakers required. Consider refreshments	Clerk Clerk Full Council	30 th March 2022
March 2023	To review Recreation Ground Recommendations	To receive a report from the working party To action any suggestions approved by Council	Clerk and Council	End April 2023
March 2023	To forward plans for Pavilion/alternative	Following report from Recreation Ground working party, to forward plans, or make alternative. Hold a parish meeting if required	Clerk and Council	End December 2023
March 2023	To consider plans for a War memorial	To look at possible styles and placement To request quotes To select provider and authorise works	Clerk and Council	End August 2024

April 2023	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 2023
April 2023	To review the Councils insurance cover (2 nd year of 3 year agreement). <i>To ensure correct levels of insurance are maintained and value for money achieved.</i>	To compare and approve the correct level of cover at the Annual Meeting of the Council.	Clerk Full Council	May 2023
May 2023	Elections	Ensure all Councillors sign acceptance of Office and complete declarations of Interest Ensure first meeting of Council is within 14 clear days of councillors taking office. (this will be by 23 rd May due to Bank Holiday for Coronation)	Clerk and all Councillors	23 rd May 2023
May 2023	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 2023
June 2023	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 2023

June 2023	Garden Competition and Brede Awards 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 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 2023
July 2023	Yearly 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 August 2023
September 2023	Tree Inspection <i>To ensure public safety</i>	To request arborist to do yearly tree inspection (Final year of 5 year appointment). 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	November 2023 November 2023 November 2023 November 2023 End February 2024
September 2023	Completion of Audit <i>To ensure transparency.</i>	To receive the external audit. To publish the result of the external audit	Council Clerk	September 2023
October 2022	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	1 st November 2022

November 2023	Clerks Appraisal (4 years) <i>To ensure smooth running of the council and encourage training and development opportunities.</i>	To perform the clerk's appraisal (4 th year) To report to Council results of appraisal and agree any actions or salary review	Staffing Committee Full Council	End December 2023
November 2023	Prepare for Annual Parish Meeting	Decide on and Book speakers	Council	End March 2023
December 2023	To discuss the budget for 2024-25 <i>To ensure financial stability.</i>	To review expected expenditure for 2023-24 To consider budgets and requirements for 2024-25, including consideration of costs for actions and projects for 2024-25	Council. All Councillors	End December 2023
January 2024	To agree the precept required for 2024-25	Full council to agree the budget and precept	Full Council	1 st February 2024
January 2024	To consider further play equipment for the Recreation Ground	To discuss requirements, Request quotes Look for funding Choose provider and agree work and spending	Clerk and Full Council	August 2024
January 2024	To Consider a bus stop for Northiam Road North	Do feasibility Study, establish land ownership and secure permissions Apply to Highways for a licence and permission to excavate Request quotes and installation prices Choose provider and agree work and spending	Clerk and Council	September 2024
January 2024	To consider Broad Oak Sign at Cross Roads	To check for permissions required, To look for styles and get quotes To apply for licence to install To choose provider and agree works and spend	Clerk and Council	September 2024

March 2024	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	1 st April 2024
April 2024	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 2024
April 2024	To review the Councils insurance cover. (3 rd year of three year agreement). <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 2024
May 2024	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 2024
May 2024	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 2024
June 2024	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 2024

June 2024	Garden Competition and Brede Awards 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 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 2024
July 2024	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 August 2024
September 2024	Tree Inspection <i>To ensure public safety</i>	To request three quotes for arborist to do yearly tree inspection (ask for long term agreement prices) To appoint an arborist 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 2024 September 2024 October 2024 November 2024 End February 2025
September 2024	Completion of Audit <i>To ensure transparency.</i>	To receive the external audit. To publish the result of the external audit	Council Clerk	September 2024

October 2024	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	1 st November 2024
November 2024	Clerks Appraisal (5 years) <i>To ensure smooth running of the council and encourage training and development opportunities.</i>	To perform the clerk's appraisal (5 th year) To report to Council results of appraisal and agree any actions or salary review	Staffing Committee Full Council	End December 2024
November 2024	Prepare for Annual Parish Meeting	Decide on and Book speakers	Council	End March 2024
December 2024	To discuss the budget for 2025-26 <i>To ensure financial stability.</i>	To review expected expenditure for 2024-25 To consider budgets and requirements for 2025-26, including consideration of costs for actions and projects for 2025-26	Council. All Councillors	End December 2025
January 2024	To agree the precept required for 2025-26	Full council to agree the budget and precept	Full Council	1 st February 2025
January 2024	To consider upgrade to clerks computer	To decide on specification required/if needed To get quotes if required To agree purchase of new computer or upgrade works to existing computer	Full Council	30 th June 2025
March 2025	To consider path to play equipment	To look for funding. To get quotes	Clerk and Councillors	End August 2025
March 2025	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	1 st April 2025

April 2025	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 2025
April 2025	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 2025
May 2025	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 2025
May 2025	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 2025
June 2025	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 2025

June 2025	Garden Competition and Brede Awards 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 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 2025
July 2025	Yearly 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 2025
September 2025	Tree Inspection <i>To ensure public safety</i>	To request arborist to do yearly tree inspection (Check Appointment in 2024). 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 2025 September 2025 October 2025 November 2025 End February 2026
September 2025	Completion of Audit <i>To ensure transparency.</i>	To receive the external audit. To publish the result of the external audit	Council Clerk	September 2025
October 2025	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	1 st November 2025

November 2025	Clerks Appraisal (6 years) <i>To ensure smooth running of the council and encourage training and development opportunities.</i>	To perform the clerk's appraisal (6 th year) To report to Council results of appraisal and agree any actions or salary review	Staffing Committee Full Council	End December 2025
November 2025	Prepare for Annual Parish Meeting	Decide on and Book speakers	Council	End March 2025
December 2025	To discuss the budget for 2026-27 <i>To ensure financial stability.</i>	To review expected expenditure for 2025-26 To consider budgets and requirements for 2026-27, including consideration of costs for actions and projects for 2022-23	Council. All Councillors	End December 2025
January 2026	To agree the precept required for 2026-27	Full council to agree the budget and precept	Full Council	1 st February 2026
March 2026	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	1 st April 2026
April 2026	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 2026
April 2026	To review the Councils insurance cover. (2 nd year of three years). <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 2026

May 2026	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 2026
May 2026	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 2026
June 2026	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 2026
June 2026	Garden Competition and Brede Awards 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 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 2026
July 2026	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 2026

September 2026	Tree Inspection <i>To ensure public safety</i>	To request arborist to do yearly tree inspection (check appointment in 2024). 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 2026 September 2026 October 2026 November 2026 End February 2027
September 2026	Completion of Audit <i>To ensure transparency.</i>	To receive the external audit. To publish the result of the external audit	Council Clerk	September 2026
October 2026	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	1 st November 2026
November 2026	Clerks Appraisal (7 years) <i>To ensure smooth running of the council and encourage training and development opportunities.</i>	To perform the clerk's appraisal (7 th year) To report to Council results of appraisal and agree any actions or salary review	Staffing Committee Full Council	End December 2026
November 2026	Prepare for Annual Parish Meeting	Decide on and Book speakers	Council	End March 2026
December 2026	To discuss the budget for 2027-28 <i>To ensure financial stability.</i>	To review expected expenditure for 2026-27 To consider budgets and requirements for 2027-28, including consideration of costs for actions and projects for 2027.28	Council. All Councillors	End December 2026
January 2027	To agree the precept required for 2027-28	Full council to agree the budget and precept	Full Council	1 st February 2027
March 2027	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	1 st April 2027

April 2027	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 2027
April 2027	To review the Councils insurance cover. (2 nd year of three years)). <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 2027
May 2027	Elections	Ensure all Councillors sign acceptance of Office and complete declarations of Interest Ensure first meeting of Council is within 14 clear days of councillors taking office.	Clerk and all Councillors	22 nd May 2027
May 2027	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 2027
May 2027	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 2027
June 2027	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 2027
June 2027	Garden Competition and Brede Awards	To advertise the request for nominations for the Three Brede Awards categories by mid June. Councillors to make final decisions at end of	Clerk	End June 2027

	To engage with the community	June meeting. Clerk to retrieve trophies from last years winners and get engraved for presentation To request nominations for Best Kept Garden categories, via newsletter, website and noticeboards To appoint judges and have gardens judged To present winning certificates	Council Chairman	
July 2027	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 2027
September 2027	Tree Inspection <i>To ensure public safety</i>	To request arborist to do yearly tree inspection (check appointment in 2024). 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 2027 September 2027 October 2027 November 2027 End February 2028
September 2027	Completion of Audit <i>To ensure transparency.</i>	To receive the external audit. To publish the result of the external audit	Council Clerk	September 2027
October 2027	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	1 st November 2027
November 2027	Clerks Appraisal (8 years) <i>To ensure smooth running of the council and encourage training and development opportunities.</i>	To perform the clerk's appraisal (8 th year) To report to Council results of appraisal and agree any actions or salary review	Staffing Committee Full Council	End December 2027
November 2027	Prepare for Annual Parish	Decide on and Book speakers	Council	End March 2027

	Meeting			
December 2027	To discuss the budget for 2028-29 <i>To ensure financial stability.</i>	To review expected expenditure for 2027-28 To consider budgets and requirements for 2028-29, including consideration of costs for actions and projects for 2028-29	Council. All Councillors	End December 2027
January 2028	To agree the precept required for 2028-29	Full council to agree the budget and precept	Full Council	1 st February 2028
March 2028	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	1 st April 2028