

**Felthorpe Parish Council
Action Plan 2016-17**

	Action	Action By:	Complete By
1	Awaiting outcome of Parish Partnership bid for funding at time of writing. If successful, monitor the progress of installations and effectiveness once in place. If unsuccessful establish a way to improve road safety in the parish with the funds available.	Councillors with traffic and highways portfolio / Clerk.	Summer 2016
2	Continue to identify other ways to improve roads and traffic within the parish with a view to making more bids to the parish partnership fund and other grants in 2017/18.	Councillors with traffic and highways portfolio / Clerk.	December 2016
3	Review parish council communication methods such as website, notice boards and facebook page and investigate costs and feasibility of creating a parish newsletter with a view to commencing in April 2017 if viable.	Councillor with communications portfolio / Clerk.	December 2016
4	Meet requirements of the Transparency Code 2014 by ensuring that the relevant information is published by 1 July annually.	Clerk	June 2016
5	New grounds maintenance contract to commence April 2016. Ensure that this is carefully monitored for standard of work, and that invoices are in line with tender.	Councillor with grounds maintenance portfolio / Chairman.	September 2016
6	Review risk register.	Councillors / Clerk	May 2016
7	Review asset register.	Councillors / Clerk	July 2016
8	To continue good governance of the parish by insisting councillors attend New Councillor training and other training as requested. To support the clerk in attending training, courses and conferences.	Councillors / Clerk.	Ongoing

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9	Renovate and maintain parish telephone box and instigate plan for its future use (purchased February 2016).	Councillor with portfolio for assets / Chairman / Clerk.	June 2016
10	To update policies and procedures where required	Clerk	Ongoing
11	Representation at Felthorpe Village Fete in July 2016.	All Councillors	July 2016