

APC ACTION PLAN – 2020/21 (v5.1...7/4/20)

LEVEL 1 – INTERNAL MANAGEMENT				
	PRIORITY (+ relevant Committee / working group for action)	OUTCOMES	WHEN	BUDGET IMPLICATIONS
1	Employee development (<i>Staffing</i>)	New Assistant Clerk and Caretaker	Q2	Dependent on recruitment
2	Governance and risk management (<i>Full Council</i>)	Completed suite of policies	Q1	N/A
		Schedule for tree surveys	Q2	?
		Councillor and staff training	Ongoing	
3	Financial management (<i>Finance & Resources</i>)	Internal / External audits completed	Q1/2	Existing budgets
		Comprehensive finance review	Q2	Review will inform budget
		Approved 2021/22 budget / precept	Q4	Budget will inform precept level
4	Information management (<i>Finance & Resources</i>)	New web site	Q1	Included in 20/21 budget
		All historical information archived	Q2	See note 4
5	Council accreditation (<i>Full Council</i>)	Quality Award	See note 5	£130 (NALC) + admin input
LEVEL 2 – PROJECTS / SERVICES				
6	Neighbourhood Plan (<i>Community Action working group 8</i>)	Review BDC green belt / housing plans	Q1/2	N/A
7	Neighbourhood Plan (<i>other Community Action working groups</i>)	Future healthcare / education provision	Ongoing	N/A
		Village centre 20mph zone	Q2	Potentially £1000
		Station car park feasibility study	Ongoing	N/A
		Village centre Improvement Plan	Q3	?
8	Community Safety (<i>Council / Finance & Resources</i>)	Completed Community Resilience Plan	Q2	? Existing budgets
		A441 improvements (Hopwood)	Q3/4	N/A (Police/SRP)
		Street lighting safety checks / tender	Q3/4	See Note 8
9	Sports & Recreation facilities (<i>Youth, Sport & Recreation</i>)	Improved playing fields signage	Q1	£1500 (in 20/21 budget estimate)
		Renegotiate allotment lease	Q2	?
		New strategy (incl external funding approach)	Q2/3	See note 9
		Clarify Rowney Green parking plans	Q2/3	See note 9
		Play facilities safety inspection review (ROSPA)	Q4	£1000 estimate
10	Community initiatives / events (<i>Council / events working groups</i>)	Alvechurch Cares – CoVID-19 support	Ongoing	£1500 from General Reserves
		Cleaner Greener Alvechurch	Ongoing	?
		Community consultation – future APC plans	Q2/3	?
		Remembrance Day service	Q3	Existing budgets
		Christmas lights switch on	Q3	Existing budgets
		Preparation for 2021 annual Parish meeting	Q4	N/A

EXPLANATORY NOTES

1. **Employee development....staffing is a high priority for APC, given its large share of our running costs. Staff training and performance assessment are essential to maintain efficiency.**
2. **Governance and Risk management.....**
3. **Financial management.....this is all based around a review of our approach to budget-making and future precept setting, to include APC policies on reserves, earmarked funds, grants to the local community and generating income from our assets. APC intentions in respect of external grant applications for sports-related projects will be included and the possibility of Government-backed loans eg for footpath lighting renewal. The proposed comprehensive review should build on a similar exercise by our RFO and Finance & Resources Committee in February/March 2020 and act as a mid-year review, the outcome of which can be shared with our local community. Preparation of 2021/22 and succeeding years' budgets should follow PBP principles (Policy, Budget, Precept).**
4. **Information management....this should be complete and all minutes bound soon after APC can reopen its office. This is currently envisaged as August 2020.**
5. **Council accreditation....adopting an Action Plan like this is one of the precursors to APC being able to apply for a Quality Award. Councillors can look at the pros and cons of seeking a Foundation Award or of Going for Gold. Current advice from our Clerk/RFO is that this may need to be in 2021 as APC will not have met certain criteria in 2020, eg held an annual Parish meeting.**
6. **Neighbourhood Plan....Community Action 8 is to plan the future growth of our Parish, attempting to balance future housing growth with improvements to infrastructure and enhancements to local amenities and services.**
7. **Neighbourhood Plan.....the remaining 7 Community Actions focus on more detailed areas within the Parish. Station car park feasibility work is ongoing and dependent on Worcs County Council progress.**
8. **Community Safety.....progress on a street lighting tender could hinge on a successful application to the Public Works Loan Board (PWLB).**
9. **Sports and Recreation facilities.....a new strategy will include details of funding options and preferences for individual projects with this category. It will inform related projects eg development of playing field facilities. Current advice from our Clerk/RFO is to approach Bromsgrove DC re commissioning them to inspect and repair facilities, depending on costs involved.**
10. **Community initiatives...APC should consider the benefits of sharing the results of forward planning exercises with the local community and building in feedback where helpful. This process could incorporate a community consultation exercise and probably a public meeting, focussing on future APC spending and service plans. The latter could be seen as a replacement for the cancelled annual Parish meeting in April 2020. .**