

Offton & Willisham Parish Council
Action Plan Proposed for 2023-24

Aim: To work with the community of Offton and Willisham to improve the environment and well being of the Offton and Willisham community

New Year Objective: As well as normal business, the Parish Plan has given four priorities for the Parish Council which will be standing items on every agenda until completed. Traffic Calming, Dedicated Bus Route, Road Closures & Increasing Carbon Capture via Tree planting

Actions for the Year:

Date	Item
April	4th Quarter Accounts Review 2022/23 Insurance Review Send Accounts to Internal Auditor CIL expenditure report to BMSDC for 2022/23 Meeting with other parishes on the environment
May	Annual Meeting of the Parish Council Elect Chair Declare qualification of GPC if applicable Review Standing Orders Review Financial Protocol Review Internal Financial Control Review Risk Management Scheme Set Meeting Dates for the Year 2023/24 Set Annual Parish Meeting 2024 Review existing committees Review and agree Final Accounts for AGAR Review & Approve Internal Auditor Report Review & Approve Bankers Review & Approve Workplace pension Scheme Parish Plan Questionnaire to Residents
June	Discuss Locality Budget Application Discuss & Approve Internal Auditor Findings & recommendations Complete limited assurance review - AGAR Exemption to send Publish Accounts and Public Rights on Website and

	Noticeboards
July	1st Quarter Accounts Review 2023/24 Review of All Parish Council Policies Parish Plan Priorities Set
August	Clerk update report on Assets Review of Training needs Review of Website & Virtual communication of PC Advertise to community Grant Application Policy
September	3yr Budget Forecast Review Consider & Approve Christmas & Remembrance Arrangements
October	Carry Out Annual Asset Check 2nd Quarter Accounts Review 2023/24 Advertise to community Christmas & Remembrance Arrangements
November	VAT reclaim Review of environmental research outcomes
December	Review and Set Precept Review and Set 1yr Budget 2024/25 Annual Staff Review
January	3rd Quarter Accounts Review 2024/25 Submit Precept to BMSDC
February	Review and Approve grant applications Review and Approve Internal Auditor for 2024/25 Consider & Approve arrangements for APM for 2024 Objective setting and Action Plan for 2024/25
March	Prepare Accounts for Audit