

**Offton & Willisham Parish Council**  
**Action Plan Proposed for 2026-27**

**Aim:** To work with the community of Offton and Willisham to improve the environment and wellbeing of the Offton and Willisham community

**New Year Objectives:** As well as normal business and supporting local organisations, the Council will continue to monitor Bus routes, road erosion, village road pedestrian access, development of large infrastructure and flooding

**Actions for the Year:**

Date	Item
April	4th Quarter Accounts Review 2025/26 Insurance Review Prepare and Send Accounts to Internal Auditor CIL expenditure report to BMSDC for 2025/26 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 2026/27 Set Annual Parish Meeting 2026 Review existing committees Review and agree Final Accounts for AGAR Review & Approve Internal Auditor Report Review & Approve Bankers Review & Approve Workplace pension Scheme Review and appoint working groups for priorities
June	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 2026/27 Review of All Parish Council Policies if not done in May Standing items of priorities
August	Review of Training needs Review of Website & Virtual accessibility 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 2026/27 Advertise to community Christmas & Remembrance Arrangements
November	VAT reclaim Review of standing items
December	Review and Set Precept Review and Set 1yr Budget 2026/27 Annual Staff Review
January	3rd Quarter Accounts Review 2026/27 Submit Precept to BMSDC
February	Review and Approve grant applications Review and Approve Internal Auditor for 2027/28 Consider & Approve arrangements for APM for 2027 Objective setting and Action Plan for 2027/28 Review Action Plan Priorities Review Asset Register
March	Prepare Accounts for Audit