

Business Plan 2022-23

Cottenham Parish Council
July 2022

OVERVIEW

The Parish Council Action Plan is a 'live' document that the council updates on a regular basis and reviews annually. The Action Plan enables the council to track and monitor progress against the objective and timescale. The Action Plan is a two-way conversation.

This document aims to set out an overarching summary of the day to day work of Cottenham Parish Council taking into consideration proper practices and legislation which the parish council must follow. In addition, the document sets out the overall vision and aim of the council in meeting its objectives for the 2022/23 municipal year.

At the end of the document falls the strategic action plan with objectives which are linked to the budget set at the January 2022 meeting of Cottenham Parish Council.

VISION

Cottenham Parish Council’s vision is to improve the quality of life for residents of the village. By building upon the character and community spirit within the village, addressing their needs and encouraging all sectors of the community to engage as an inclusive and vibrant community.

AIM

- To work with and listen to, local residents, community groups and businesses and to support them with appropriate local developments
- To participate fully in the formation and scrutiny of the parish council’s policies, budgets, strategies and service delivery
- To seek benefits for the local area
- To take an active part in building community capacity and promoting measures that contribute to the parish council’s vision

EXISTING WORK

PARISH BENEFIT

OBJECTIVES	ACTIONS
DEVELOPING COMMUNICATION	<ul style="list-style-type: none"> • Listening to and making representations on the views of residents
CONTINUING ENGAGEMENT	<ul style="list-style-type: none"> • Regular updates with Cottenham community groups • Using various methods available including Cottenham Newsletter, CPC website, social media, etc. to keep residents informed • Developing suitable methods of communication to allow residents to communicate with the parish council with their thoughts and concerns • Update Community Directory with SCDC

COUNCIL WEBSITE	<ul style="list-style-type: none"> • Ensure the website is kept up to date • Ensure it is functioning as best it can for the target audience • Communicate with community groups, charities and not-for profits to link to their sites
SOCIAL MEDIA	<ul style="list-style-type: none"> • Monitor the Facebook page and update as required
GRANTS	<ul style="list-style-type: none"> • Develop a means of supporting local community groups with their projects • Provide grants to parish organisations on request (where they meet the relevant criteria) – both via our annual grants and the smaller ‘Cottenham Chest’ scheme

VILLAGE ADMINISTRATION

OBJECTIVES	ACTIONS
FUNCTIONING COUNCIL	<ul style="list-style-type: none"> • Minimum of 12 meetings per year including the Annual Meeting of the Council (held in May) plus the Annual Meeting of Electors (held between 1st March and 1st June)
TRANSPARENCY	<ul style="list-style-type: none"> • Ensure that all meetings have a public participation session (where the public and press are able to attend), draft minutes are available on the website within 10 days of the meeting having been held and they are marked up to show that they have been approved once signed.
RISK MANAGEMENT	<ul style="list-style-type: none"> • Risk Management policy to be updated annually in May • Playground risk assessments to be carried out: <ul style="list-style-type: none"> Monthly – visual inspection by H&S Cllrs Annual full assessment by appropriate inspector
ENVIRONMENTAL CONSIDERATIONS	<ul style="list-style-type: none"> • To carry out risk assessments of council assets and functions at least annually • Consider ways in which the council can address other environmental concerns

COUNCIL DEVELOPMENT

OBJECTIVES	ACTIONS
CLERK TO THE COUNCIL	<ul style="list-style-type: none"> • Ensure the Clerk to the Council has, or is working to, the CiLCA (Certificate in Local Council Administration) qualification

COUNCILLORS

- Support the Clerk in any ongoing continuing professional development
- Encourage Councillors to attend the introductory training provided by CAPALC as soon as practical after election/co-option
- Encourage the Chair of the Council and Chairs of Committees to attend the Chairmanship training provided by CAPALC
- Support Councillors with any ongoing training where necessary

LEGISLATION AND PROCEDURES

- Ensure Councillors and Officers are kept up to date with current legislation and procedures by attendance at SLCC (Society of Local Council Clerks) and CAPALC (Cambridgeshire & Peterborough Association for Local Councils) meetings, briefings and news items
- Ensure that the correct policies and procedures, as per legislation or proper practices, are in place and up to date

EXISTING STAFF

- Ensure capacity of staff is not stretched and provide relevant support where required
- To support staff in any ongoing continuing professional development
- To provide annual appraisals

GENERAL EMPLOYMENT

- Develop professional employment documents for current and future council employees

ENGAGEMENT WITH SCDC AND CCC

- Ensure continuing attendance at council meetings by CCC and SCDC councillors
- Develop and maintain relationships with CCC and SCDC Officers

SUCCESSION PLANNING

- Encourage residents to stand for office at local elections and for casual vacancies
- Encourage ongoing participation from councillors and support potential future Chair
- Develop hand over documents/procedures for the running of the Council

COMMUNICATION

- Enhance communication between the community and the council
- Review 'Community Engagement' Policy (required for Quality Council Status)

ENGAGEMENT

- Encourage participation of residents to volunteer in projects to benefit the village
- Encourage residents' participation to assist with events for the village and running of Village Hall bar

DEMOGRAPHICS

- Gain a better understanding of the demographics for the parish allowing the council to tailor services to meet all requirements

FINANCIAL PLANNING AND CONTROL

OBJECTIVES	ACTIONS
BUDGET	<ul style="list-style-type: none">• Annual budget to be reviewed by FLAC in Oct-Dec and to be approved by Full Council in January
FINANCIAL ASSURANCE	<ul style="list-style-type: none">• Precept Request to be submitted to SCDC (South Cambridgeshire District Council) by the end of January• Budget to actual figures to be presented to Full Council or the Finance Committee on a monthly basis in the form of management accounts• Budget to be reviewed quarterly by FLAC• Payments made to be checked by a councillor not part of FLAC on a quarterly basis to check for accuracy and honesty
INTERNAL AUDIT	<ul style="list-style-type: none">• Internal Audit to be carried out once per annum
EXTERNAL AUDIT	<ul style="list-style-type: none">• Ensure external audit documentation is submitted on time• Display the Notice to Electors by the published date• Ensure all external audit actions are completed
FUNDING OPTIONS	<ul style="list-style-type: none">• Investigate various funding options available for various projects• Set up a grant & funding working group

PARISH COUNCIL AMENITIES

OBJECTIVES

OPEN SPACES (Broad Lane Old Rec, The Pond, Fen Reeves, WARG Field, Village Green, Recreation Ground)

PAVILION

VILLAGE HALL

RECREATION GROUND

ACTIONS

- Maintain the open spaces to a high standard
- Maintain the Pavilion to a high standard
- To work with all sports clubs to ensure the Pavilion is available for their use when required
- To monitor use of utilities and investigate ways of reducing running costs
- To facilitate the use of the Pavilion by various community groups during the working week
- Maintain the Hall to a high standard
- Continue to market facilities and increase bookings
- Maintain the Recreation Ground to a high standard
- Consider any requests by residents for memorial benches and trees
- Maintain skatepark and play areas

STRATEGIC PLANNING FOR 2022/23

ACTION PLAN

OBJECTIVES	ACTIONS	WHO	TIMELINE
LOCAL COUNCIL AWARD SCHEME	Achieve Foundation status of the Local Council Award Scheme	Council and Clerk	Application in by 9 th Sept 2022
GOVERNANCE INC POLICIES	To review policies in place and introduce new and revised policies as appropriate	Council and Clerk	Ongoing
	To keep under review leases granted or entered into by the parish council	Council and RFO	Ongoing
SPEEDING	To support any local SpeedWatch team with their activities	Highways and Asst Clerk	Ongoing
	To apply for, and install a static speed sign	Highways and Asst Clerk	xx
	Consider concerns of residents and liaise with the police and Highways department on options available	Highways and Asst Clerk	Ongoing
PARKING	Consider concerns of residents and liaise with the police and highways about issues with parking within the village and keep under constant review	Highways and Asst Clerk	Ongoing
TRAFFIC	To respond to traffic and transport issues impacting the village and help the council define a community-led position to the individual and cumulative impact of these issues	Highways	Ongoing Ongoing

PAVILION CYCLE RACKS	To install paving and cycle racks to the front of the building	CALF & Cllr Loveluck	xx
TODDLER PLAYGROUND	Consider installation of new toddler play area	Playground working group	Autumn/winter 22
LADYBIRDS REFURB	Submit grant application(s) for fencing Replace main door	Grant working group CALF & Ladybirds working group	Summer 22
	To look at wider refurbishment of the building	CALF & Ladybirds working group	
PAVILION	To investigate utility/service costs and draw up plan of reductions	CALF and caretakers	Summer/autumn 22
VILLAGE HALL	Complete kitting out of building	CALF/BEWG	
	Increase bookings and continue to market	CALF/BEWG	