

WROUGHTON PARISH COUNCIL

FORWARD PLAN

Updated: 23.05.17

Project	Details	Office Lead	Committee	Work to be done	Completion
Badgers Brook Play Area & land	To lease play area and land from SBC or ownership			Official letter received from SBC	Mid September 2013
				Inspection to be made	February 2016
				Agreement to take over	September 2016
				Legal documents to be drawn up by SBC	November 2016
				Chase SBC Legal Dept	May 2017
Land for Sports facilities	To provide more sports facilities at Maunsell Way			Identify need from local clubs	End June 2014
				Contact SBC to lease more land	Completed
				Draw up plan for improved sports facilities	Completed
				Apply for Outline Planning Permission	Completed
				Planning granted	Completed
				Clubs to Apply for grants	September 2016
				Meet with Clubs to assist in grant applications	June 2017

									Council to take decision to go ahead	September 2016		
									Draw up draft plans	December 2016		
									Defer Project	March 2017		
						JS	FC		Review Project to continue	May 2018		
New Permissive Footpath - Common Farm		To provide a new permissive along the southern boundary of the Common Farm Solar Farm to connect the new community woodland with footpath No. 2							Meeting held to establish viable	April 2016		
									Funding established SBC & WPC	June 2016		
									SBC carried out environmental survey	June 2016		
									SBC to design bridge	September 2016		
						JS	L&A		Construction of bridge	June 2017		
									SBC/WPC to ensure footpath clear	July 2017		
									Official opening	August 2017		
New Workshop		To establish a new workshop for the Outside Team							Working Party set up	July 2016		
									Evaluate St Andrews Close site	September 2016		
									Look for other possible sites	October 2016		
									Progress when new site found	November 2016		
									St Andrews returned to SBC	April 2017		
						JS	FC		Liaise with Hills re. Possibility of	May 2017		

Accounts Reporting	To review and amend the financial reports to make them more user friendly and prevent duplication of work	SF & JS	F&GP	SF & JS to meet and draw up a list of what reports are essential and how they can be modified	June 2017		
				SF & JS to research the process of amending the reports	June 2017		
				JS to present template reports to F&GP for approval	July 2017		
YouTube	To trial the use of YouTube video's as a way of informing our residents of upcoming events and or projects (Tie in with website development below)	OA & JS	F&GP	Set up YouTube channel	May 2017	Completed	
				Compile list of ideas to video	May 2017		
				Take first video and upload to YouTube	June 2017		
				Review use and effectiveness at F&GP meeting	October 2017		
Website Development	To update and improve the Parish Council's website	JS	F&GP	Meet with contractor to agree website layout and content and agree programme	May 2017		
Quality Gold Status	To achieve the Quality Gold Local Council Award status (Tie in with website development)	JS	FC	Compile file of requirements	June 217		
				Liaise with website contractor to ensure all necessary documents are published	Dependent above programme		
				Agree all necessary policies at Full Council	September 2017		

								Register for Quality Gold Status	September 2017
								Submit Portfolio	October 2017
Staff Policy Reviews	To ensure that all staff policies are compliant with the NJC Green Book and that all staff have a clear understanding of the policies and procedures				JS	F&GP	Review policies against Green Book	July 2017	
							Draft amendments or new policies	July 2017	
							Approve at F&GP meeting	August 2017	
							Notify all staff members	August 2017	
Emergency Phone Retention policy reviews	To ensure that these policies are relevant and up to date				JS	FC	Review Policies	July 2017	
							Draft amendments or new policies	July 2017	
							Approve at Full Council	August 2017	
Review facility hire agreements	To ensure that there are agreements in place for regular and irregular hirers and FOC rentals				JS	L&A	Review agreements	June 2017	
							Draft amendments or new agreements	June 2017	
							Approve at L&A	July 2017	
							Notify all regular hirers	July 2017	
Health & Safety Files	Compiling all H&S forms and working instructions for all equipment				OA	FC	Complete working instructions	September 2017	
Wroughton	Set up the Wroughton Community Trust				SF	WCT	Set up bank account	June 2017	

