

West Moors Town Council Twelve-month Action Plan
April 2024 to March 2025

Aim	Objective/Action	Annual Budget 2024.25	Action By	Complete By
Ensure Staff contracts are relevant and up to date.	Amend Staff contracts re SCP change	£106,622	Clerk	end December 2024
Meet requirements of the Transparency Code 2015 by ensuring that the relevant information is published.	Make all relevant information easily accessible to the public. Publish agendas and minutes and inform the community where possible.	/	Council officers	ongoing
Website management.	Ensure all documents and contact details are up to date	/	Council officers	ongoing
Review risk register on a regular basis	Good risk management.	/	Clerk.	ongoing
Asset management	Jubilee Copse management Fryer Field Pavilion Council Office Cemetery Allotments Village Green Play Areas Skatepark	£500 £12000 £9250 £6000 £11150 £750 £250 £1300 £200	Officers/ Contractors	Ongoing
To continue good governance of the Town by encouraging new councillors to attend 'New Councillor Training' and other	To have councillors and clerk who are up to date on all relevant legislation and	Training - £1,600	Cllrs/Staff.	when required

training as required. To support staff in attending training, courses and conferences.	can manage the Town Council appropriately.			
To ensure policies and procedures are up to date.	Policies - Clerk to ensure Financial Regulations, Standing Orders and Terms of Reference (T.O.R) are reviewed as required.	/	Clerk/RFO.	As required
To comply with the Health & Safety law.	Legionella Testing at pavilion.	£920	Aqua Care	Monthly
To comply with the Health & Safety law.	Play Area inspections (Oakhurst & Fryer Field) and Skate Park.	£1,500	Play Inspection Company. Elite Playground services	Monthly and annual
To meet Duty of Care.	PAT testing for all supplies.	From Pavilion and council office budgets	Clerk.	Every 2 years – last done Feb 2024
To comply with the Town Council financial regulations.	Inspection of bank statements at F&GP meetings.	/	Clerk/RFO.	In accordance with meeting schedules
To monitor development and planning.	Planning applications - To consider all planning applications which fall within, and impact upon the Town.	/	Assistant to the Clerk and the Council.	In accordance with meeting schedules
Comply with the Local Government Finance Act 1988 s139A.	Precept Demand to Dorset Council.	/	Clerk/RFO	31 st January

To comply with the Town Council financial regulations.	Budget Comp and VAT report for December to F&GP	/	Clerk/RFO.	January
Good safe work-place practice.	Annual aircon/heating Service.	From office maintenance budget	Assistant to the Clerk.	February
To comply with the Town Council financial regulations/ Monitor expenditure & Financial management.	RENEW 1. Fryer Field (FF) 2. Cemetery maintenance Contract – annually.	Contractor fees: 1. £10,000 2. £7,000	Clerk.	January December
Monitor income and financial management.	Invoice Youth Club for rent and water.	Income of £200	Assistant to the Clerk.	February
Good safe work-place practice.	Tree inspections at Fryer Field, Petwyn and cemetery (<i>annually</i>).	£3000 in budget	Clerk.	February
Meeting year plan.	Prepare new meeting schedule for 2025.26	/	Clerk.	March
To comply with the Health & Safety law.	yearly fire extinguisher servicing at pavilion, garage and council office.	Office maintenance budget and Pavilion maintenance budget	Clerk.	March /April
Monitor income and financial management.	Renew Tractor Lease with Terrafirma (started Jan 2016) (On-going).	Income of £600 per year	Clerk.	1 st April
Monitor income and financial management	Send out allotment invoices	Income of £1900	Clerk.	Set up March

				ready for 1 st April
To comply with the law and ensure safety.	ASSETS – To update the list of assets annually. Inspection programme monitored last June 2024	/	Clerk and the delegated Councillors	April/May
Prepare Annual Public Meeting agenda.	Request reports from Chairman of each committee and Full Council.	/	Clerk.	April
Prepare Annual Council meeting agenda (last elections were in 2024).	Send out committee preference forms and Chairman nomination forms.	/	Clerk.	April
Audit Commission Act 1998 and the Accounts and Audit (England) Regulations 2011.	Complete end of year accounts and Annual Governance Statement.	/	Clerk/RFO.	April
Monitor income and financial management.	Budget Comparison for March to F&GP and VAT report.	/	Clerk/RFO.	April
Audit Commission Act 1998 and the Accounts and Audit (England) Regulations 2011.	HMRC year end forms.	/	Clerk/RFO.	April
Audit Commission Act 1998 and the Accounts and Audit (England) Regulations 2011.	Pension financial posting.	/	Clerk/RFO.	April
	Renew General Power of Competence at Annual meeting every 4 years if still eligible			Renewed May 2024
Localism Act 2011 Sec 29.	Update Members Register of Interests list– send to the Monitoring Officer.	/	Clerk.	May

Monitor income and financial management.	Invoice ground rent for 4A Park Way.	Income of £200	Officers	May
Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 Accounts and Audit Regulations 2015 (SI 2015/234).	Approve end of year accounts no later than 30 th June. Publish conclusion notice.	/	Clerk/RFO.	June
Developing Proposals/Administration management/To Comply with law	Consider Motions for DAPTC AGM	/	Clerk.	June
Monitor income and financial management.	Review allotment rent.	/	Clerk.	June
To comply with Data Protection Regulations. Member of Information Commissioners Office (ICO) - Annual renewal fee GDPR/Data protection Act 2018	Data protection review - To ensure regulations are met and update as necessary.	£35	Clerk.	July (DD ICO November)
Financial management.	Budget Comparison and VAT report for end of June to the Finance committee.	/	Clerk/RFO.	July
Financial management.	Place a works order for the Christmas lights.	£6,000 for Christmas & earmarked fund containing £7,766.88	Clerk.	July
Community event planning.	WESTIVAL & REMEMBRANCE DAY (Road closure)	£5800	Officers.	Jan-July
To comply with the law.	Review the Privacy Statement – General.	/	Clerk.	July 2018- Modified July 2022
Good staff management.	Staff appraisals.	/	Clerk and the Chairman of relevant committee	August/Sep

To comply with the law and ensure safety.	Assets – Visual annual inspection of all Council owned assets.	/	Clerk and the Chairman of the council.	August/ September
To comply with the law. Includes public liability insurance, insurance for assets and equipment & annual cyber insurance (Motor Insurance for tractor (this is recharged to Terrafirma as part of the hire agreement)).	September 2023 full review carried before renewal	£6,000 (increase in building valuations and claim)	Clerk.	August (01.09.24-31.08.25)
Community event planning.	WESTIVAL plans to commence for following year.	/	Assistant to the Clerk.	August
Allotments - To provide & maintain allotments where possible.	To ensure the allotments remain financially viable and fully occupied. Ensure they are kept clean and tidy via annual inspection (letters sent if required).	/	Clerk and allotment rep.	September
Community event planning.	Advertise the Christmas events.	/	Assistant to the Clerk.	September
Financial management.	Start budget process.	/	Clerk/RFO.	September
Financial management.	Review risk management statement and effectiveness of internal controls <i>(Annually)</i>	/	Clerk/RFO.	<i>(last done 19.09.2024)</i>
Financial management.	Review variable direct debits every 2 years	/	Clerk/RFO.	Due 2026
Financial management.	Review earmarked funds	/	Clerk/RFO.	Due May 2025
Monitor income and financial management.	Review sports and cemetery fees <i>(Annually)</i>	/	Clerk/RFO.	Review in April/May for Sep

Financial management.	Pay Youth Club Annual grant - request copy of the accounts.	£20,000	Clerk/RFO council.	September
Community event planning.	Invitation letters for Remembrance Day. Review attendance list first and check contacts are current. Contact Marshals and book briefing	/	Assistant to the Clerk.	September
Community event planning.	Organise the delivery of the Christmas tree.	£75	Assistant to the Clerk.	October
Prepare annual public meeting agendas.	Ask the council what they want to do reference the venue and guest speaker for April meeting.	/	Officers	October
Community event planning.	Organise installation of Christmas lights – 3 year contact expires in 2026	£6000	Clerk.	October
To comply with the Health & Safety law.	Request a copy of grave diggers insurance certificate	/	Assistant to the Clerk.	October
Community event planning.	Order Christmas cards for the Town Council.	From xmas budget	Assistant to the Clerk.	October
Financial management.	Budget Comparison and VAT report for the end of September to the Finance committee.	/	Clerk/RFO.	October
Community event planning.	Order poppy wreath.	£19	Clerk	October
To comply with the Health & Safety law.	Annual Inspection of Play equipment (2 parks & skatepark (ROSPA).	£1,500	Play Inspection Company.	October

Community event planning.	Send out Town Council Christmas cards.	Mileage & postage	Assistant to the Clerk.	December
To comply with the law.	Renew tractor insurance (Agricultural Vehicle)	Cost £200	Clerk.	December (16.01.24 – 15.01.25)
Financial management.	Review Staff pay scales			2025

Special / One-Off Projects

Action/Aim	Objective	Action By	Budget	Complete By
Achieve SILVER status with the NALC Award Scheme for parish and town councils	Guide in 2021 two thirds of councillors being elected at this time. 2023 guide does not.	Clerk and Assistant to the Clerk	£130 (registration and accreditation fee)	Council Agenda item 21.12.23 and will register interest to NALC Jan 2024
Pavilion lighting upgrade (Bright LED) in the hallway, changing rooms and toilets.	Health & Safety Management/Maintain Council assets/Energy conservation	Clerk/ Contractor	balance of Climate Emergency budget available	Hallway lighting upgraded June 2024. Meeting room lights on hold
VE Day 80 th year anniversary	Host a celebration in the village – Fish and chip lunch	Clerk/Assistant to the Clerk	£500	8 th May 2025
Replacement of storage garage at Fryer Field.	The existing storage unit is over 30 years old. It is NOT fit for purpose. This was listed in the FF 5-year development plan v3 adopted January 2017. New quotes being	Clerk and the FF working party	To be agreed.	ASAP

	sought currently - Dec 2023 – Councillors considering as part of strategic plan			
Expansion of allotments	Community provision	Clerk and Sturts Farm	tbc	
<p>Long Term Future of Burial Space Provision.</p> <p>There is no statutory duty to provide burial facilities, but doing so, the management is governed by the Local Authorities' Cemeteries Order 1977.</p> <p>Power to provide and maintain a cemetery in or outside the council's area</p> <p>Local Government Act 1972, s.214 (2).</p>	<p>To investigate options for future burial space in West Moors, to be provided, when the current cemetery in Priory Road becomes full.</p> <p>A fully costed document containing options that they deem are viable and appropriate will be produced.</p> <p>This is a long-term project and it is envisaged that it will take a number of years before a final document is available.</p>	Cemetery Working Group	from general reserves PWLB?	Work in progress
<p>Memorial Inspections-</p> <p>Required every 5 years. The last inspection was in July 2024, carried out in house with the assistance of a local stone mason.</p>	<p>Comply with statutory duty to ensure the health and safety of visitors to the cemetery</p> <p>- Health and Safety at Work Act 1974, Occupiers Liability Act 1957.</p> <p>Ensure the site is maintained in a safe condition, memorials are inspected and any posing a risk to health and safety are made safe.</p>	<p>Clerk, Stonemason and Grounds Contractor</p> <p>October 2024</p> <p>All memorials found to need attention have been repaired</p>	Earmarked fund currently stands at £1,800	
War Memorial cleaning	Maintenance of Council assets.	Clerk/Stone Mason	£300	Completed October 2024
EV Charging installation Park Way car park	Working in accordance with WMTC Climate Emergency Action plan	Clerk and Dorset Council	Funding from DC	Completed September 2024
Re lining of parking spaces/enlarge for door space	Maintenance of Council assets.	Clerk/Contractor	£2000 from earmarked fund	Work due to commence in Jan 2025

Public conveniences upgrade; Repainting of ceilings & upgrade to toilets and doors.	Maintenance of Council assets.	Clerk	£24,000	External doors upgraded October 2024 Repainting required
Asset transfer from Dorset Council	Land behind Brook View, by Multi Use Games Area and the rear of Fryer Field.	Clerk and DC legal dept.	Fryer Field /General maintenance to cover cost of additional land coming to the Town under asset transfer, also earmarked fund for service devolution	Original transfer deadline was April 2019 with EDDC. Being progressed with Head of Legal Services at DC
Website update- last done Sep 2020- very slow software	To continue to meet Town Council WCAG 2.1 (Web Content Accessibility Guidelines).	Clerk and service provider	Only £300 in website cost budget	