

Business Plan 2023-24

OVERVIEW

This document aims to set out an overarching summary of the day to day work of Great Shelford 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 2023/24 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 2023 meeting of Great Shelford Parish Council.

VISION

Great Shelford 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 Great Shelford community groups• Using various methods available including Great Shelford Village News, Shelford Online, 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
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, advertise their events, etc.
SOCIAL MEDIA	<ul style="list-style-type: none">• Monitor the Facebook page and update as required• Utilise Mailchimp to send out regular 'newsletters' to subscribers
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)

VILLAGE ADMINISTRATION

OBJECTIVES	ACTIONS
FUNCTIONING COUNCIL	<ul style="list-style-type: none">• Minimum of 10 meetings per year including the Annual Meeting of the Council (held in May) and 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:

	<p>Weekly – visual inspection by trained Cllr, or members of council staff</p> <p>Quarterly – operational inspection by appropriate inspector</p> <p>Annual full assessment</p> <ul style="list-style-type: none"> To carry out risk assessments of council assets and functions at least annually
ENVIRONMENTAL CONSIDERATIONS	<ul style="list-style-type: none"> 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 Support the Clerk in any ongoing continuing professional development
COUNCILLORS	<ul style="list-style-type: none"> Encourage Councillors to attend the introductory training provided by CAPALC as soon as practical after election/co-option Encourage the Chairman of the Council and Chairmen of Committees to attend the Chairmanship training provided by CAPALC Support Councillors with any ongoing training where necessary
LEGISLATION AND PROCEDURES	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Develop professional employment documents for current and future council employees
ENGAGEMENT WITH SCDC AND CCC	<ul style="list-style-type: none"> Ensure continuing attendance at council meetings by CCC and SCDC councillors

SUCCESSION PLANNING	<ul style="list-style-type: none"> • Develop and maintain relationships with CCC and SCDC Officers • Encourage residents to stand for co-option as and when vacancies arise • Encourage ongoing participation from councillors and support potential future Chairmen • Develop hand over documents/procedures for the running of the Council
COMMUNICATION	<ul style="list-style-type: none"> • Enhance communication between the community and the council • Consider various community projects to assist residents in the parish i.e. lonely residents • Work to the Community Engagement Policy to keep residents, and other interested parties up to date with work being carried out by the parish council
ENGAGEMENT	<ul style="list-style-type: none"> • Encourage participation of residents to volunteer in projects to benefit the village • Encourage residents' participation to assist with events for the village
DEMOGRAPHICS	<ul style="list-style-type: none"> • 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 the Finance & General Purposes Meeting in December and to be approved by Full Council in January • Precept Request to be submitted to SCDC (South Cambridgeshire District Council) by the end of January
FINANCIAL ASSURANCE	<ul style="list-style-type: none"> • Budget to actual figures to be presented to Full Council or the F&GP Committee on a monthly basis in the form of a Financial Reports package • Budget to be reviewed quarterly • Payments made to be checked by a councillor not part of the F&GP Committee on a quarterly basis to check for accuracy and honesty
INTERNAL AUDIT	<ul style="list-style-type: none"> • Internal Audit to be carried out twice per annum (one mid-year and the other at year end)
EXTERNAL AUDIT	<ul style="list-style-type: none"> • Ensure external audit documentation is submitted on time

	<ul style="list-style-type: none"> • Display the Notice to Electors by the published date • Ensure all external audit actions are completed
INVESTMENTS	<ul style="list-style-type: none"> • Develop an Investment Strategy for the Council
FUNDING OPTIONS	<ul style="list-style-type: none"> • Investigate various funding options available for various projects

PARISH COUNCIL AMENITIES

OBJECTIVES	ACTIONS
ALLOTMENTS: CEMETERY	<ul style="list-style-type: none"> • To implement an inspection plan for the allotments • To ensure ongoing engagement with allotment holders
ALLOTMENTS: STONEHILL	<ul style="list-style-type: none"> • To implement an inspection plan for the allotments • Ensure ongoing engagement with allotment holders • To clear the brambles at the top and bottom of the allotments to review the space and see what options there are
CEMETERY	<ul style="list-style-type: none"> • To work with the Ranger to maintain the Cemetery to a high standard • To ensure that all records are up to date and accurate
OPEN SPACES (FREESTONES CORNER AND MEMORIAL GREEN)	<ul style="list-style-type: none"> • Continue to maintain the open spaces to a high standard
MEMORIAL HALL	<ul style="list-style-type: none"> • Maintain the Memorial Hall to a high standard • Work with regular hirers to ensure the facility is available for their use when required • Encourage the use of the Hall by the public as a venue for their events and parties • Continue to facilitate the Village Market once a month
PAVILION	<ul style="list-style-type: none"> • Continue to 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 facilitate the use of the Pavilion by various community groups during the working week
RECREATION GROUND	<ul style="list-style-type: none"> • Maintain the Recreation Ground to a high standard • Consider any requests by residents for memorial benches and trees, planting trees at a suitable time (as and when required)
PLAYSCAPE	<ul style="list-style-type: none"> • Continue to maintain to a high standard

STRATEGIC PLANNING FOR 2023/24

ACTION PLAN

OBJECTIVES	ACTIONS	WHO	TIMELINE
LOCAL COUNCIL AWARD SCHEME	<ul style="list-style-type: none"> Work towards achieving Gold Status by end of 2023/24 municipal year 	Council and Clerk	By 31 st March 2024
MEMORIAL HALL	<ul style="list-style-type: none"> To consult with residents and understand their wants for the Memorial Hall Create a Feasibility Report for the Memorial Hall Engage with an architect to understand the potential for refurbishment/rebuilding the Memorial Hall to fit in with the requirements of the community 	Council and Clerk Recreation & Pavilion Committee and Clerk Recreation & Pavilion Committee and Clerk	End of April 2023 End of June 2023 August 2023
GOVERNANCE INC POLICIES	<ul style="list-style-type: none"> To review policies in place and introduce new and revised policies as appropriate To keep under review leases granted or entered into by the parish council 	Council and Clerk Council and Clerk	Ongoing Ongoing
COMMUNITY	<ul style="list-style-type: none"> To organise several events throughout the year to build community cohesion To work with the community to set up a 'Community Hub' from the autumn of 2023 	Communications Working Group and Clerk Communications Working Group and Clerk	Ongoing Ongoing
NEIGHBOURHOOD PLAN	<ul style="list-style-type: none"> Provide support and leadership to the Stapleford and Great Shelford Neighbourhood Plan Steering Group Encourage participation from residents and local organisations 	Council and Clerk	Ongoing

SPEEDING	<ul style="list-style-type: none"> To support any local SpeedWatch team with their activities 	Council and Clerk	Ongoing
	<ul style="list-style-type: none"> Consider concerns of residents and liaise with the police and Highways department on options available 	Council and Clerk	Ongoing
PARKING	<ul style="list-style-type: none"> Consider concerns of residents and liaise with the police and highways about issues with parking within the village and keep under constant review To continue to lease the Rayments Car Park on Woollards Lane and provide free parking to residents 	Highways Committee and Clerk	Ongoing
TTIWG	<ul style="list-style-type: none"> 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 	TTIWG	Ongoing
TRAFFIC CONSULTANT	<ul style="list-style-type: none"> To engage with a traffic consultant to consider future options to the area of Woollards Lane, Church Street and High Street to make it a safer area for pedestrians, cyclists and drivers alike 	TTIWG	End of August 2023
CLAY PIT	<ul style="list-style-type: none"> To take the request from the volunteers and work a plan to enhance the Clay Pit for the enjoyment of all 	Recreation & Pavilion Committee and Clerk	End of August 2023
RECREATION GROUND	<ul style="list-style-type: none"> Consider the plan for wildlife and planting enhancements provided by PECT 	Recreation & Pavilion Committee and Clerk	30 th June 2023
RIVERBANK	<ul style="list-style-type: none"> Address the failings from the last work carried out on the riverbank and ensure the steps are safe to use 	Recreation & Pavilion Committee and Clerk	30 th June 2023
WHEELSCAPE	<ul style="list-style-type: none"> Work with the PlayScape charity members to work towards construction of the Wheelscape project 	Playscape Working Group and Clerk	End of 2023
CLIMATE CHANGE ACTION PLAN	<ul style="list-style-type: none"> Finalise the Climate Change Action Plan to assist addressing the impact the council, local business and residents have on the climate 	Climate Emergency Working Group and Clerk	31 st May 2023