

LEICESTER FOREST EAST PARISH COUNCIL

ACTION PLAN

2023-2026

Representing and Promoting the Interests and the Well Being of the Parish



Aim	Objective	Timeframe
Road Safety	To investigate getting speed limits reduced on some roads in the Parish.	Ongoing.
Maintenance of Play Equipment	Clerk to regularly review play inspector and premises officer's reports and action any mention of damage/ wear and tear as soon as possible.	Ongoing.
Maintenance of Paths in Parks	To regularly re view the play inspectors reports for signs of path deterioration and repair as necessary.	Ongoing.
Maintenance of Parish Hall	<p>Parish Office Alterations.</p> <p>Remedial works completed to either side of Parish Hall gates. Removal of shrubbery, debris and trees and addition of new fence and grass seed/turf.</p> <p>To completely refurbish the Parish Hall's parquet flooring every 2-3 years</p> <p>To re-polish and maintain the Parish Hall's parquet flooring annually</p> <p>To install canopy at front of Parish Hall</p> <p>To re-decorate one room within the Parish Hall per year to ensure the interior of the hall is kept smart</p> <p>To investigate installation of thermostatic radiator valves in the Parish Hall to see if money can be saved on gas costs.</p>	<p>Ongoing.</p> <p>Completed spring 2023.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Completed spring 2023.</p> <p>Ongoing.</p> <p>Completed and found not to be a viable option during 2023.</p>
Compliance with Audit and Finance Requirements	<p>To review effectiveness of internal controls annually for audit purposes – and review internal control policy.</p> <p>Successful completion and submission of the AGAR to external auditors.</p> <p>Ensure Exercise of Public Rights minuted.</p> <p>Ensure Internal Audit Report minuted.</p> <p>Ensure External Audit Report minuted.</p>	<p>Completed February 2024.</p> <p>Completed June 2023.</p> <p>Completed June 2023.</p> <p>Completed at June 2023 Council meeting.</p> <p>Completed September 2023.</p>
Compliance with Health and Safety Legislation	<p>Review Insurance cover currently in place and obtain three quotes for insurances for a three-year contract.</p> <p>Reviewed adequacy of council's insurances</p> <p>Risk assessments should be reviewed annually, and amended where necessary, including:</p> <ul style="list-style-type: none"> • Parish Hall Risk Assessment • Fire Risk Assessment 	<p>Completed April 2023.</p> <p>Completed March 2024</p> <p>Completed December 2023.</p>

	<ul style="list-style-type: none"> • Parks Risk Assessment (to include play equipment, gym equipment etc.) <p>Annual Boiler Service.</p> <p>Annual Intruder Alarm Service.</p> <p>Bi-Annual Fire Alarm Service.</p> <p>Annual Electrical Equipment PAT testing.</p>	<p>Completed February 2024.</p> <p>Completed February 2024.</p> <p>Completed April 2024.</p> <p>Completed February 2024.</p>
Compliance with Local Government Transparency Code 2015	<p>Publish on the Parish Council's website invitations to quote and contracts awarded.</p> <p>Publish on the Parish Council's website invitations to tender (contracts above £30,000) and contracts awarded. These must also be published on the contracts finder website.</p> <p>Publish details of expenditure on the Parish Council's website.</p>	<p>On an ad hoc basis, as and when they arise.</p> <p>On an ad hoc basis, as and when they arise.</p> <p>Monthly.</p>
Maintenance of Accurate and Relevant Policies	<p>Review all Parish Council policies annually, and amend where necessary, to ensure they are compliant with the relevant legislation and still relevant to the Parish Council. The Parish Council has a separate list of all policies currently adopted. Each month two or three policies are reviewed by the full Council and necessary alterations made. This prevents the review of policies becoming too onerous.</p>	<p>Every Month.</p>
Monitoring Performance of Council staff against Objectives Set	<p>Council to decide Clerk's appraisal objectives February 2024.</p> <p>Clerk to then meet with Assistant Clerk to discuss previous year's performance and to set objectives for the upcoming appraisal year.</p> <p>Clerk to then meet with Premises officer to discuss previous year's performance and to set objectives for the upcoming appraisal year.</p>	<p>Appraisals are carried out every March or April.</p> <p>Appraisals are carried out every March or April.</p> <p>Appraisals are carried out every March or April.</p>
Projects 2024-2025	<ul style="list-style-type: none"> • Parish App - £2,000 • Outside power supply and to replace lights in Reg Neal room for LED - £330 • Replacement Sliding Doors - £2,000 • 3 new bins for Kings Walk Park and moving them to different locations + extra bin near MUGA and installation of all - £1,400 	<p>Ongoing in 2024-2025 financial year – planned for May 2024. Work has now begun on parish app.</p> <p>Ongoing in 2024-2025 financial year - planned for June 2024</p> <p>Ongoing in 2024-2025 financial year - planned for October 2024</p> <p>Ongoing in 2024-2025 financial year - planned for February 2025</p>

	<ul style="list-style-type: none">• Scarification of Wildflower Garden - £2,000	Ongoing in 2024-2025 financial year - planned for April 2024. Scarification planned in with contractor for end of May 2024.
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Action Plan to be reviewed quarterly.

Reviewed February 2023.

Reviewed May 2023

Reviewed September 2023

Reviewed November 2023

Reviewed February 2024

Reviewed May 2024

Due for review September 2024