

SKMTC Action Plan 2018-19

<u>Objective</u>	<u>Action required</u>	<u>Timescale</u>	<u>Action by</u>
To provide a quality function hall facility with a bar and on site catering all at reasonable prices for the community.	<p style="text-align: center;">Maintain the Grove Hall to a high standard.</p> <p style="text-align: center;">Maintain reasonable bar prices.</p> <p style="text-align: center;">Maintain quality catering at reasonable cost.</p>	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>	<p style="text-align: center;">Town Council and Town Council staff</p> <p style="text-align: center;">A & S Catering</p>
To provide entertainment and various events for all sections of the community.	<p style="text-align: center;">Maintain the Grove Hall to a high standard.</p> <p style="text-align: center;">Maintain the Recreation Ground to a high standard.</p> <p style="text-align: center;">Hold a range of events with the flagship event being the Community Festival.</p> <p style="text-align: center;">Procure a temporary stage for the Grove Hall.</p>	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">May 2018</p>	<p style="text-align: center;">Town Council and Town Council staff</p>
To provide IT facilities and wifi for the community.	<p style="text-align: center;">Maintain the IT suite in the Grove and the free wifi at the Grove and Moorthorpe Station.</p>	<p style="text-align: center;">Ongoing</p>	<p style="text-align: center;">Town Council and Town Council staff</p>
To provide photocopying service for parishioners.	<p style="text-align: center;">Maintain the council's photocopier at the Grove.</p>	<p style="text-align: center;">Ongoing</p>	<p style="text-align: center;">Town Council and Town Council staff</p>
To provide meeting room facilities for the community, including local businesses, groups, charities, schools etc.	<p style="text-align: center;">Maintain the council chamber (Grove), the Grove Hall, the meeting room at Moorthorpe Station and the conference rooms at Langthwaite Business Centre.</p>	<p style="text-align: center;">Ongoing</p>	<p style="text-align: center;">Town Council and Town Council staff</p>

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To provide community centres for local groups to use.	Maintain the Grove Hall, Millennium Hall, Burntwood Community Centre and Langthwaite Business Centre.	Ongoing	Town Council and Town Council staff
To provide a garden maintenance scheme for pensioners and disabled residents.	Maintain the garden maintenance scheme.	Ongoing	Town Council and Town Council staff
To provide a burial/cemetery service at reasonable cost for parishioners.	Maintain the council's 50% contribution to the running costs of the Joint Burial Committee	Ongoing	Town Council
To provide allotments for community use.	Maintain the Carr Lane allotments site.	Ongoing	Town Council and Town Council staff
To provide a community bus service.	Maintain the community bus service.	Ongoing	Town Council and Town Council staff
To provide various advice services for the community.	Procure the services of Citizens Advice, Foundation and Carter's Solicitors, all based at Moorthorpe Station.	Ongoing	Town Council
To provide recreation and sports facilities.	Maintain the Recreation Ground, the Longhouse, Common Road playing fields, Northfield playing field and a multi-use games area at Burntwood Community Centre.	Ongoing	Town Council and Town Council staff
To provide a healthy, outdoor activities/entertainment for local children during the summer holiday.	Maintain the summer play scheme.	July/August 2018	Town Council and Town Council staff

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To provide preschool education.	Maintain St. Peter's & St. Paul's Preschool at the Millennium Hall	Ongoing	Town Council and Town Council staff
To provide financial assistance to local community groups.	Maintain the grant application policy.	Ongoing	Grants Committee
To provide Christmas decorations in the parish.	Procure Christmas lights, motifs and trees for display on the main thoroughfares and prominent positions in the parish.	November 2018	Town Council and Town Council staff
To provide potentially life saving equipment.	Maintain the four defibrillators in place across the parish.	Ongoing	Town Council and Town Council staff
To provide a suitable memorial to those from the parish who have given their lives in service to the nation.	Maintain the war memorial and its environs To assist the British Legion with Remembrance Sunday and Armistice Day.	Ongoing November	Town Council and Town Council staff
To assist/support local businesses.	Maintain Langthwaite Business Centre.	Ongoing	Town Council and Town Council staff
To consult, communicate and engage with parishioners.	Maintain the twice yearly newsletter to all households in the parish. Maintain the council's Facebook page and website.	November/June Ongoing	Town Council and Town Council staff

<u>Objective</u>	<u>Action required</u>	<u>Timescale</u>	<u>Action by</u>
<p>To demonstrably ensure good governance of the council and its resources</p>	<p>Qualified Town Clerk</p>	<p>Achieved</p>	<p>Town Clerk</p>
	<p>Training for councillors and staff</p>	<p>Ongoing</p>	<p>Town Council</p>
	<p>Membership of YLCA, SLCC</p>	<p>Ongoing</p>	<p>Town Council</p>
	<p>Adherence to lawful procedure in the decision making process.</p>	<p>Ongoing</p>	<p>Town Clerk and Town Council</p>
	<p>Maintenance of a sound accounting system.</p>	<p>Ongoing</p>	<p>RFO and Town Council</p>
	<p>Open and transparent information available either in hard copy at the Grove and/or on the council's website, e.g. contact details, councillors' details, register of interests, minutes, financial records, external audit reports, asset register, policies and procedures.</p>	<p>Ongoing</p>	<p>Town Clerk and Town Council</p>
	<p>Apply for Foundation status of the Local Council Award Scheme</p>	<p>May 2018</p>	<p>Town Clerk</p>