

POLICY & RESOURCES COMMITTEE

5 YEAR PLAN

	YEAR 1 - 2016/2017	YEAR 2 - 2017/2018	YEAR 3 - 2018/2019	YEAR 4 - 2019/2020	YEAR 5 - 2020/2021
STAFF					
Employment Contracts:					
Clerk & Assistant Clerk	Monitor	Monitor	Monitor	Monitor	Monitor
Caretakers	Monitor	Monitor	Monitor	Monitor	Monitor
Salaries & Wages	Review for budget	Review for budget	Review for budget	Review for budget	Review for budget
Rent - Vestry Hall Cottage	Review for budget	Review for budget	Review for budget	Review for budget	Review for budget
CONTRACTS					
Parish Warden - Ivor Hatcher				Quote 1/4/2020	
Grounds - Kent Grassland Services	Quote 1/2/2017			Quote 1/2/2020	
Street Lighting Maintenance Contract (Streetlights)	Quote 1/3/2016				
Street Lighting Energy (Haven Power)	Quote 1/2/2017				
Contractors Insurance	Check	Check	Check	Check	Check
INSURANCE					
Combined Parish Council Policy	Renew 1st June	Market review - Renew	Renew 1st June	Renew 1st June	Market review -
BANKING ARRANGEMENTS					
Agree Banking Facilities	Resolve/May Meeting	Resolve/May Meeting	Resolve/May Meeting	Resolve/May Meeting	Resolve/May Meeting
Interests on Reserves	Monitor	Monitor	Monitor	Monitor	Monitor
Charges	Monitor	Monitor	Monitor	Monitor	Monitor
ELECTIONS					
Advertising and P.R.	Monitor	Monitor	Monitor	Monitor	Monitor
Promotion of Parish Council	Review for budget	Review for budget	Review for budget	Review for budget	Review for budget
TRAINING					
Clerks	Monitor	Monitor	Monitor	Monitor	Monitor
Councillors	Monitor	Monitor	Monitor	Monitor	Monitor
HEALTH & SAFETY					
Risk Assessments	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action
ASSETT REGISTER					
	Monitor	Monitor	Monitor	Monitor	Monitor
OFFICE EQUIPMENT					
	Monitor	Monitor	Monitor	Monitor	Monitor

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WEBSITE	Review	Review	Review	Review	Review
COMPUTERS/TELEPHONES	Review	Review	Review	Review	Review
EMERGENCY PLANNING	Monitor	Monitor	Monitor	Monitor	Monitor
COMMUNITY CENTRE	Monitor	Monitor	Monitor	Monitor	Monitor
NEIGHBOURHOOD PLAN	Monitor	Monitor	Monitor	Monitor	Monitor

NOTES

Parish Warden Contract commenced 1/5/2010 and expires 30/4/2015. Renewed Dec 2014 until 30/4/2020

Grounds Contract commenced 1/3/2014 and expires 28/2/2017

Street Lighting Maintenance Contract commenced 1/4/2013 and expires 31/3/2016

New computers/telephones purchased spring 2011

New laptop purchased autumn 2011

Quality Parish Council Status - obtained in July 2006 - reaccredited December 2010, lapses on 9th December 2014

Current Account opened with Lloyds January 2014 to compensate for closure of HSBC branch in Cranbrook

Contract for electricity supply for Streetlighting with Haven power commences 01/03/14 and expires 28/02/2017

New computer systems purchased and installed June 2014

Quality Foundation Status applied for Dec 2014, lapses in 12 months.

Financial Regulations and Standing Orders reviewed and amended February 2015

Further amendment to Standing Orders due to changes in legislation - Sept 2015

CCTV equipment reviewed and replaced as necessary Spring 2015

Website updated for mobile friendly devices December 2015

Quality Status due for renewal January 2016