

**SALEHURST AND ROBERTSBRIDGE PARISH COUNCIL
BUSINESS PLAN & ORGANISATIONAL CHANGE WORKING GROUP
UPDATE TO COUNCIL FOR MONDAY 20TH NOVEMBER 2023**

Business Plan Project

We now have a date for the workshop – Saturday 13th January in the morning – with David Carden leading the meeting.

Final details will be sent out once Sean and I have had a follow-up call with David Carden.

The attached “Strategic Plan” paper will be used as the starting point for the conversation; if you have any comments on this document could you please send them to Sean and myself.

Definition of Working Group

I have used a template from another council and have modified it, following a discussion with Parish Clerk, towards our needs.

It is in a draft format; any comments should be forwarded to me as soon as possible. The objective is to approve this at the next Council meeting (in January 2024).

HR Policies

These are on hold until they have been reviewed by Parish Clerk and then again by the project team.

Councillor David Todd
15 November 2023

SALEHURST & ROBERTSBRIDGE PARISH COUNCIL

STRATEGIC PLAN 2023-2024

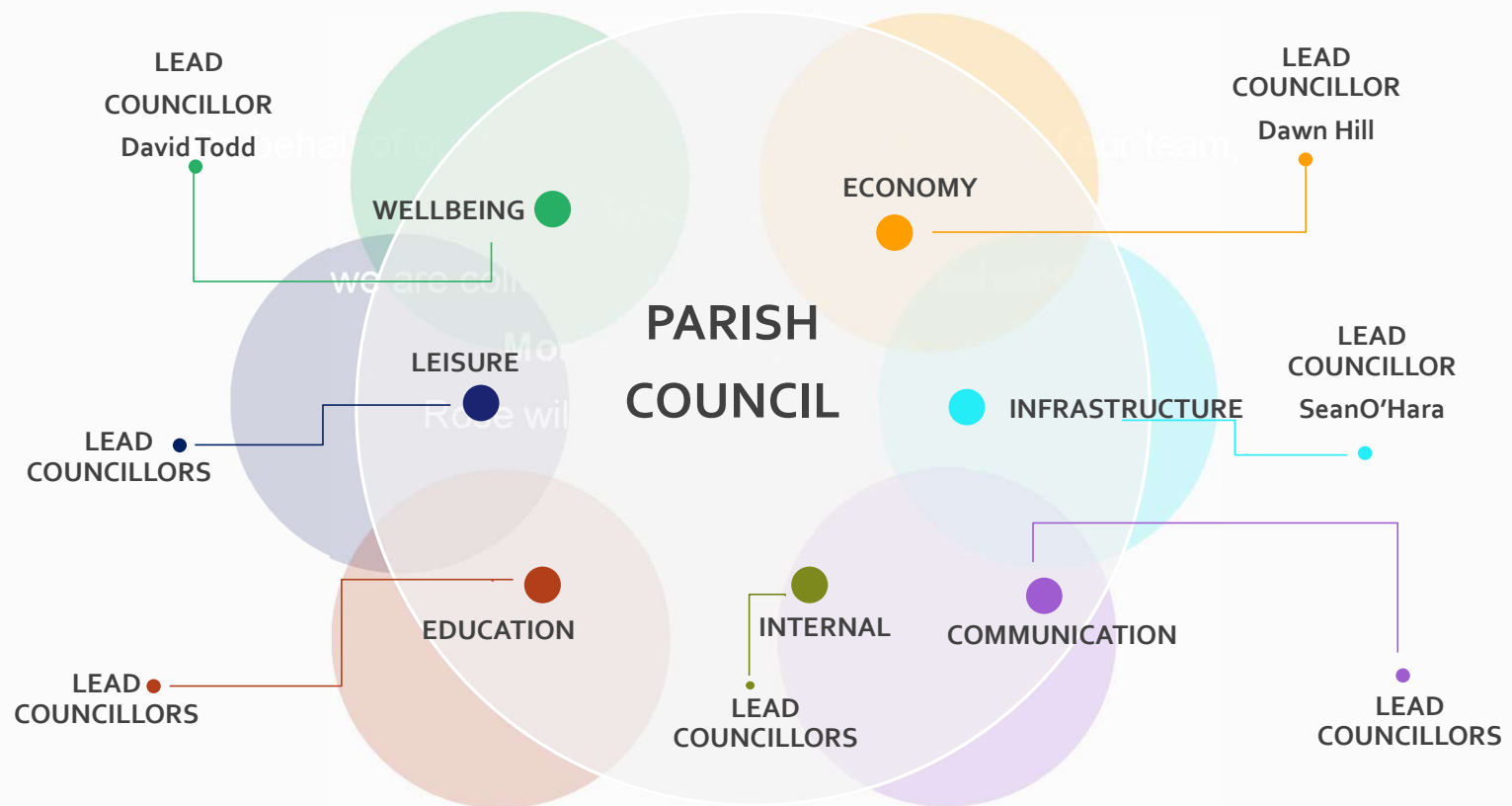
VISION

Salehurst and Robertsbridge will continue to be a thriving safe and friendly parish where people want to live, work and play. We will maintain and enhance our parish whilst supporting sustainable development that respects our location within an Area of Outstanding Natural Beauty for the benefit of all residents and visitors alike.

AIM

To work with and listen to, local residents, community groups and businesses and to support them with appropriate local developments and other support as appropriate • To encourage local residents to participate in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery

FOCUS



ECONOMY

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WELLBEING

GOALS	OBJECTIVES	TIMEFRAME	PROJECTED COST	WORKING GROUP
Promote health & wellbeing in the Parish	Liaise with local Surgery			
Be aware of and aid in the prevention of Crime & Disorder	Liaise with relevant authorities on means of discouraging unwelcome behaviours			
Protect and enhance the Natural Environment	1. Produce/Review Bat Box policy	March 2024		
	2. Ensure Grass Cutting is maintained	Ongoing		
	3. Investigate Climate Change Impacts			
	4. Liaise with Environment Agency	Ongoing		

COMMUNICATIONS

GOALS	OBJECTIVES	TIMEFRAME	PROJECTED COST	WORKING GROUP
Ensure all residence are kept informed on matters affecting the Parish	1. Review existing communications (newsletters, notice boards etc)			
	2. Devise media plan			
	3. Identify effective communication for residents without social media			

INFRASTRUCTURE

GOALS	OBJECTIVES	TIMEFRAME	PROJECTED COST	WORKING GROUP
Planning	Ensure all planning applications are reviewed	Ongoing		Planning Committee
Highways & Transport	1.Promote cycle networks and non-vehicular connectivity for a sustainable village life.			
	2. Reduce the impact of road traffic and parking on the local community			
	3. Seek improvements for pedestrian safety on the high street.			
	4. Liaise with relevant authorities	Ongoing		
Parking	1. Investigate potential additional public parking locations			
	2. Maintain and monitor existing parking area			
Infrastructures	Seek timely and effective maintenance of existing infrastructure.			
	Review maintenance of flood defences.			
Lighting	Continue with street lighting plan			
Neighbourhood Plan	Review and revise the plan as necessary			

LEISURE

GOALS	OBJECTIVES	TIMEFRAME	PROJECTED COST	WORKING GROUP
Amenities	1. Review and maintain existing playground equipment			
	2. Review provision of exercise equipment at the Recreation Grounds			
	3. Consider additional playground equipment at all locations			
	4. Ensure Cemetery is maintained			Cemetery Committee
Footpaths	Ensure all footpaths are maintained and accessible to all			
Events				
Youth Clubs	Promote youth clubs in the Parish			

INTERNAL

GOALS	OBJECTIVES	TIMEFRAME	PROJECTED COST	WORKING GROUP
Finance				
Human Resources				
Data Protection				
Whistleblowing/Complaints				
Policies & Procedures				

SALEHURST & ROBERTSBRIDGE PARISH COUNCIL

PARISH COUNCIL WORKING GROUPS

The Parish Council, as the parent body, can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers.

Full Council may form or disband a Working Group to carry out tasks as defined by Full Council.

Specific Terms of Reference, including if necessary delegated powers will be prepared by the Clerk in conjunction with the nominated Chair of the Working Group for ratification at Full Council .

1. Membership

- Members of the Working Group will be appointed by the Parish Council.
- A Working Group will consist of a minimum of 3 elected members of the council, unless specifically specified.
- With the authority of the Full Council the Working Group can co-opt members of the public (lay members) who have specific knowledge or expertise on the subject to assist the Working Group.
- The Term of Membership for a Working Group will generally be for a period of one year or until the next Annual General Meeting of the Full Council.
- The Annual General Meeting of the Council can re-confirm the Working Group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Chair

- A Chair will be appointed for the Working Group by the Parish Council.
- The Chair will be the main point of contact for the Clerk, to Council, Council members and member sof the public, and must be an elected member of the Council unless otherwise specifically agreed by the Full Council.

3. Powers

- Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by Working Groups will be subject to approval by the Full Council.

4. Responsibilities

The Full Council will establish the role of the Working Group and its full terms of reference. This may include:-

- To act as experts and/or liaise with experts.

- To examine an issue in detail, examine options and obtain advice for the Council.
- To make recommendations to the Council.
- To be task specific and therefore time limited.
- To explain the recommendations, reasons and options to Full Council by way of a written report.
- To answer questions from the Council.

No funding or monies can be spent or committed with delegated authority or prior Full Council endorsement.

The Working Group will arrange its own meetings and schedule of work.

The Chair of the Working Group, if unable to attend a meeting of the Full Council, may nominate another elected member of the Working Group to make the progress report.

5. Meetings of Working Groups

- A Working Party does not meet in public; therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member of the Working Group.
- Formal agendas and minutes are not required.
- The Clerk to the Council should be notified of any meeting with at least 3 working days' notice.
- The quorum of the Working Group shall be 2 elected members (co-opted members will not count towards the quorum).
- The Working Group shall report to each meeting of the Council.
- Frequency of meetings will be as required.
- The continuing need for a Working Group will be reviewed by the Full Council at its Annual Meeting.