



BRIZE NORTON PARISH COUNCIL

Action Plan

April 2019-March 2020

INTRODUCTION

The aim of this document is to give a guide to the medium-term plans and practices of the Parish Council. It will hopefully also be a useful reference point for dates and procedures.

Aims	Objectives	Date	Action
To employ a new handyman/ village maintenance to keep the village tidy.	Appoint new handyman for village. Finalise Contract at Council meeting. Complete Payroll information.	June	The Council have advertised and had applications from four applicants. The Personnel working group interviewed this week (28.5.19) and have offered the job to a gentleman, who accepted. The employee will be invited to the Council meeting on Monday (3.6.19) and the Councillors will review and approve his contract for signing. With a view to the appointment beginning straight away. The payroll company have been contacted to send the payroll forms.
To review the old and drafted contract and	Agree new contract with Brize Norton Sports and Social Club.	June - August	Councillors are meeting with the Chair of the Social Club to rework the contract with the Sports and

agree a new contract with BNS&SC.	Request dates of regular meetings, minutes and financial reports to post on Parish Website.		Social Club. The Council lawyer has previously drawn up a draft contract. This is in preparation for the proposed renovations to the Social Club. The Social Club are looking for grants and match funding for the café and to improve facilities. In doing so, the Council will regain knowledge and control of the Social Club (being a committee and a tenant of the Council) through scheduled meetings, formal minutes and finances of the Social Club.
To give out the new Councillors Guide to new and existing councillors.	New Councillors Guide and Council lanyards distributed.	June - July	The Clerk has prepared a welcome folder with roles/ responsibilities/ duties, contacts, Council meeting dates, approved policies, finance statements and other relevant information for each councillor. These will be given out. Also, each councillor will receive a lanyard for Council use.
The Council are two councillors short.	Co-opt 2 Councillors.	July	The Council will aim to replace the two councillors who resigned in April. Several people have been approached and two gentlemen have shown an interest.
To adopt the Council's Health and Safety Policy	Adopt Health and Safety Policy.	July	The Council currently do not have a Health and Safety Policy. This is an essential policy for the Council to have and is referenced in all three employee contracts. An assessment of the Council buildings and properties will be carried out after the adoption to ensure compliancy and safety.
To adopt the Council's Emergency Plan	Adopt Emergency Plan and begin to collate emergency contacts and requirements (tractor/ generator/ qualified first aiders, etc) to implement aid.	July	The Council have an old Emergency Plan. The Plan has been updated, but Oxfordshire County Council have requested an update to the one they hold. A meeting will be held at OCC on 13.6.19, to which the Chairman will attend. The plan will be further improved and adopted after this advice. In addition, the Council would like to research members of the parish who are able to help (first aiders, food, shelter) or provide resources in the

			event of an emergency ie; a tractor/ 4x4, a generator, additional bedding, sand bags).
To appraise employees of BNPC	Appraisals for Clerk and Website Manager.	July - August	The Personnel Working Party will carry out an appraisal of the two current part-time employees of the Council. It should identify training and targets to which the employees may attain.
To agree purpose and plans for the Village Hall extension.	Review existing plans for Elder Bank Hall extension (s106 money). Contact architect or put project out for tender.	September	As part of the s106 money, there will be an extension to the existing Village Hall. Plans have previously been drawn up by an architect. The Council would like to develop a meeting room (for small groups (WI, Committees/ meetings, Pre-School, Brownies, Council) and a small, secure, Council office. However, since it is a village resource, the parish should be consulted to see what they feel would be more useful. This will then be taken into account. If the plans need to be adapted then a tender will be put out for a new architect and new drawings drawn up and proposed.
To apply for planning permission for the village Hall extension.	Apply for planning permission for Elder Bank Hall extension.	December	Depending on the length of time the previous step takes this may be delayed.
To improve the layout of the Parish website	Begin improvement of website.	January	The Parish website is currently not very interesting or user friendly. As the new development grows, the Council require it to be a more accessible, colourful and user-friendly website.
To agree a new contract with the Elder Bank Hall.	Agree new contract Elder Bank Hall Committee, request dates of regular meetings, minutes and financial reports	January - February	Councillors will meet with the Chair of the Elder Bank Hall to rework their contract. Any previous contract is lost or unknown or very old. The Council lawyer may be required to draw up a draft contract. This is in preparation for the proposed renovations to the Village Hall. In doing so, the Council will regain knowledge and control of the Elder Bank Hall (being a committee and a tenant of the Council)

			though scheduled meetings, formal minutes and finances of the Social Club.
Grant dependent – To carry out renovations to the Pavilion.	Renovation of Sports and Social Club with a view to opening a café for the community as requested in the Neighbourhood Plan. Improved resources, toilets and changing facilities for both men and women and improved disabled access.	?	<p>With the Council’s knowledge, permission and support, the Sports and Social Club and the proprietor of the ‘Humble Bumble’ Café have had plans drawn up for improvements to the changing and toilet facilities and disabled access. This has been a request on the back of the Neighbourhood Plan Community Survey. The café would provide refreshments and a social hub for the village, but also possibly a small shop and a more appropriate position for the PO who comes twice a week.</p> <p>The Sports Clubs need improved changing facilities and also male/ female changing and toilet facilities. The electrics and drainage need updating in line with health and safety requirements and for a business.</p> <p>Success in this venture would affect the requirements of the new Pavilion to be granted for improved sports facilities as part of the s106 money for the new development.</p>