

**POLICY & RESOURCES COMMITTEE**

**5 YEAR PLAN**

	<b>YEAR 1 - 2018/2019</b>	<b>YEAR 2 - 2019/2020</b>	<b>YEAR 3 - 2020/2021</b>	<b>YEAR 4 - 2021/2022</b>	<b>YEAR 5 - 2022/2023</b>
<b>STAFF</b>					
<b>Employment Contracts:</b>					
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
<b>Rent - Vestry Hall Cottage</b>	Review for budget	Review for budget	Review for budget	Review for budget	Review for budget
<b>CONTRACTS</b>					
Parish Warden - Ivor Hatcher			Quote 1/4/2020		
Grounds - Kent Grassland Services		Quote 1/2/2020			
Street Lighting Maintenance Contract (Streetlights)					
Street Lighting Energy (EON)	Quote 1/2/2018				
Contractors Insurance	Check	Check	Check	Check	Check
<b>INSURANCE</b>					
Parish Council Policy	Market review - Renew	Renew 1st June	Renew 1st June	Market Review - Renew	Renew 1st June
Tomlin Murton Policy	Renew 19th October	Market review - Renew	Renew 19th October	Renew 19th October	Market review - Renew
<b>BANKING ARRANGEMENTS</b>					
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
<b>ELECTIONS</b>					
Advertising and P.R.	Parish Election - May				Parish Election - May
Promotion of Parish Council	Monitor	Monitor	Monitor	Monitor	Monitor
	Review for budget	Review for budget	Review for budget	Review for budget	Review for budget
<b>TRAINING</b>					
Clerks	Monitor	Monitor	Monitor	Monitor	Monitor
Councillors	Monitor	Monitor	Monitor	Monitor	Monitor
<b>HEALTH &amp; SAFETY</b>					
Risk Assessments	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action	Monitor/Action
<b>ASSETT REGISTER</b>					
	Monitor	Monitor	Monitor	Monitor	Monitor
<b>OFFICE EQUIPMENT</b>					
	Monitor	Monitor	Monitor	Monitor	Monitor

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<b>WEBSITE</b>	Review	Review	Review	Review	Review
<b>COMPUTERS/TELEPHONES</b>	Review	Review	Review	Review	Review
<b>EMERGENCY PLANNING</b>	Monitor	Monitor	Monitor	Monitor	Monitor
<b>COMMUNITY CENTRE</b>	Monitor	Monitor	Monitor	Monitor	Monitor
<b>NEIGHBOURHOOD PLAN</b>	Monitor	N/A	N/A	N/A	N/A

**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      Renewed Feb 2017

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

New computers/telephones purchased spring 2011      New Panasonic phone system installed June 2017

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      Supplier changed to EON

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      Updated Oct 2017

Website updated for mobile friendly devices December 2015

Quality Status obtained January 2016

Remote support provided changed to Arron Services August 2016

Generic email addresses created for all councillors August 2016      Cancelled May 2017

Photocopier upgraded August 2017

Parish Cake Magazine launched July 2017