

POLICY & RESOURCES COMMITTEE

5 YEAR PLAN

	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
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 1/2/2020				
Street Lighting Maintenance Contract (Streetlights)					
Street Lighting Energy (EON)					
Contractors Insurance	Check	Check	Check	Check	Check
INSURANCE					
Parish Council Policy	Renew 1st June	Renew 1st June	Market Review	Renew 1st June	Renew 1st June
Tomlin Murton Policy	Market Review	Renew 19th October	Renew 19th October	Market Review	Renew 19th October
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.	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
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
ASSET REGISTER					
	Monitor	Monitor	Monitor	Monitor	Monitor
OFFICE EQUIPMENT					
W.I.C. DOORS	Monitor	Monitor	Monitor	Monitor	Monitor
	Review for service	Review for service	Review for service	Review for service	Review for service

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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	Review	Review	Review	Review

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 New laptop and projector purchased June 2018
 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, 14th June 2018, September 2018
 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