



BUSINESS PLAN 2022 - 2023

V1



MAY 1, 2022
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, Ely, Cambs

Sutton Parish Council Business Plan 2022 – 2023

The Business Plan sets out the work of Sutton Parish Council, its day-to-day work, projects and strategic planning. The Council’s work is based on Proper Practices and legislation of which the council has a duty to abide. The Council set the budget for 2022-2023 in January 2022, of which the objectives are linked.

Our Vision

To make Sutton Parish a safe, healthy and vibrant place to live and work and to represent and uphold the best interests of the village and its residents.

Aim

- To ensure good governance.
- To enhance communication between the council and community.
- To provide high-standard, cost effective services for the betterment of the local community.
- To manage the Parish Council’s assets and finances to achieve best value.

COUNCIL GOVERNANCE

OBJECTIVES	ACTIONS
<p>Functioning Council</p> <p>Transparency</p> <p>Risk Management</p>	<ul style="list-style-type: none"> • Minimum of 10 meetings per year including the Annual meeting of the Council (held in May) and the Annual meeting of the Electorate (held between 1st March and 1st June) • Ensure that all meetings have a public participation session (where the public and press are invited to attend). • Ensure agendas, minutes, policies and finances are on the website. • Risk Management Policy to be updated annually in May. • Play area risk assessments to be carried out: Daily – Visual inspection by Parish Council staff. Quarterly – Operational assessment by ECDC. Annually – Full assessment. • To carry out risk assessment of council assets and functions at least annually.

FINANCIAL PLANNING AND CONTROLS

OBJECTIVES	ACTIONS
Budget	<ul style="list-style-type: none"> Annual budget to be reviewed by the Finance Working Party meeting in November, and to be approved by Full Council in January. Precept request to be submitted to ECDC by the end of January.
Financial Assurance	<ul style="list-style-type: none"> Budget to actual figures to be reviewed by the Finance Working party each month, and to be agreed by Full Council. Payments made and checked by two councillors each month prior to releasing payments.
Internal Audit	<ul style="list-style-type: none"> Internal Audit to be carried out twice per annum (mid-year and year end)
External Audit	<ul style="list-style-type: none"> Ensure external audit documentation is submitted on time. Display the Notice to Electors by the published date. Ensure all external audit actions are completed
Investments	<ul style="list-style-type: none"> Develop and update the Investment Strategy.
Funding Options	<ul style="list-style-type: none"> Investigate various funding options available for projects. I.e grants, CIL, loans EMR, GR.

BENEFITS TO THE COMMUNITY

OBJECTIVES	ACTIONS
Developing Communication	<ul style="list-style-type: none"> Listening to and making representations on the views of residents.
Continuing Engagement	<ul style="list-style-type: none"> Using various methods available including the annual Summer Newsletter, The Pepperpot, Parish Council Website, Facebook and Noticeboards.
Council Website	<ul style="list-style-type: none"> Ensure the website is relevant and kept up to date.

Social Media	<ul style="list-style-type: none"> • Monitor Facebook page and update as required.
Grant Funding	<ul style="list-style-type: none"> • Provide opportunity for parish organisations to apply for grant funding (providing they meet criteria) • To signpost and encourage parish organisations to apply for grant funding from other bodies.

COUNCIL DEVELOPMENT

OBJECTIVES	ACTIONS
Clerk to the Council	<ul style="list-style-type: none"> • Ensure the Clerk to the Council has, or is working to, the CILVA (Certificate in Local Council Administration) qualification • Support the Clerk in any ongoing continuing professional development.
Councillors	<ul style="list-style-type: none"> • Encourage Councillors to attend the introductory training provided by CAPALC as soon as practical after election/co-option. • Encourage the Chairman of the Council and Chairman of Committees to attend the Chairmanship training provided by CAPALC. • Support Councillors with ongoing training where necessary.
Legislation and Procedures	<ul style="list-style-type: none"> • Ensure Councillors and Officers are kept up to date with current legislation and procedures by attendance at SLCC and CAPALC meetings, briefings and training. • Ensure correct policies and procedures, as per legislation and proper practices are in place and up to date.
Existing Staff	<ul style="list-style-type: none"> • Ensure capacity of staff is not stretched and provide relevant support where required. • To provide annual appraisals
General Employment	<ul style="list-style-type: none"> • Develop professional employment documents for current and future employees
Engagement with CCC and ECDC	

Succession Planning	<ul style="list-style-type: none"> • Ensure continuing attendance at council meetings by CCC and ECDC councillors • Develop and maintain relationships with CCC and ECDC Officers.
Communication	<ul style="list-style-type: none"> • Encourage residents to stand for office at local elections and to fill vacancies as they arise. • Encourage ongoing participation from councillors and support potential future Chairmen. • Develop hand over documents/procedures for the running of the council.
Engagement	<ul style="list-style-type: none"> • Enhance communication between the community and the council. • Consider various community projects to assist residents in the parish. (Sutton Timebank)
Demographics	<ul style="list-style-type: none"> • To re-visit the 'Community Engagement Policy' (Required for Quality Council status) • Encourage residents to volunteer in projects to benefit the village.
	<ul style="list-style-type: none"> • Gain a better understanding of the demographics for the parish allowing the council to tailor services to meet all requirements.

PARISH COUNCIL AMENITIES

OBJECTIVES	ACTIONS
Burial Ground	<ul style="list-style-type: none"> • To work with Lengthsman to ensure burial ground is kept to a high standard • To ensure that all records are kept up to date and accurate. • To ensure burial regulations are up to date and relevant. • To review burial fees on a bi-annual basis.
The Glebe Community Centre, and Parish Council Office	<ul style="list-style-type: none"> • To continue to maintain the facility to a high standard. • To facilitate the use of the facility by various community groups, businesses and residents.

<p>Pavilion</p>	<ul style="list-style-type: none"> • To promote the hire availability of the facility. • To update hire charge annually based on CPI in November.
<p>Community Room</p>	<ul style="list-style-type: none"> • To continue to maintain the facility to a high standard. • To facilitate the use of the facility by various sports clubs, community groups, businesses and residents. • To promote the hire availability of the facility. • To update hire charge annually based on CPI in November.
<p>Open Spaces Windmill Walk The Paddock and Orchard Corner of Pound Lane Stirling Way</p>	<ul style="list-style-type: none"> • To continue to maintain the facility to a high standard. • To facilitate the use of the facility by various groups, businesses and residents. • To promote the hire availability of the facility. • To update hire charge annually based on CPI in November.
<p>Football Pitches</p>	<ul style="list-style-type: none"> • Continue to maintain the open spaces to a high standard. • Work with Sutton Open Spaces Group, Sutton Conservation Society and Sutton Garden Club Volunteers.
	<ul style="list-style-type: none"> • Ensure pitches are maintained to a high standard and to the requirements of the village football clubs.

ACTION PLAN 2022-2023

OBJECTIVES	ACTIONS	WHO	TIMELINE
PFLHI SCHEME	To apply to CCC under the PFLHI scheme for 20mph limit to The Row, Painters Lane, West Lodge Lane and Mepal Road.	Traffic and Transport Working Party and Clerk	CCC timescale
DEFIBRILATOR (The Glebe)	To provide a defibrillator for The Glebe (external)	Clerk	Summer 2022
SCHOOL HOLIDAY SPORTS PROJECT	<ul style="list-style-type: none"> To provide 3 weeks of sports activities for young people during August. (Via grant funding) 	Clerk	August 2022
LOCAL COUNCIL AWARD SCHEME	<ul style="list-style-type: none"> Achieve Quality Council status of the Local Council Award Scheme 	Clerk and Council	Within this current year
TELEPHONE KIOSK	<ul style="list-style-type: none"> To action use of the kiosk as a community space 	Clerk and Sutton Timebank	Summer 2022
ADDITIONAL DOG AND LITTER BINS	<ul style="list-style-type: none"> To provide additional dog and litter bins in approved locations in the village 	Deputy Clerk	Summer 2022
OFFICE 365 SHAREPOINT MIGRATION	<ul style="list-style-type: none"> Work with IT support to move to office 365 SharePoint 	Clerk	Summer 2022
PROVISION OF BENCHES AN PLANTERS	<ul style="list-style-type: none"> Work with Sutton Open Spaces Group to provide planters for village entrances. Provide Jubilee benches for the village Provide Picnic benches for the village 	Clerk	Summer 2022

ACTION PLAN 2022-2023

OBJECTIVES	ACTIONS	WHO	TIMELINE
NEIGHBOURHOOD PLAN REVIEW	<ul style="list-style-type: none"> To undertake a review of the Neighbourhood Plan, Policies and Community Actions. Apply for grant funding. 	Neighbourhood Plan Working Party and Clerk	Ongoing
LIBRARY ACCESS POINT	<ul style="list-style-type: none"> To research the viability of a Library Access Point and a suitable location 	Library Access Point Working Party and Clerk	Ongoing
PROVISION FOR YOUTH	<ul style="list-style-type: none"> To research provision for youth requirements for the village 	Provision for Youth Working Party and Clerk	Ongoing
NEW BURIAL GROUND	<ul style="list-style-type: none"> To commence with research into the provision of an additional Burial Ground. (Mepal Road) 	Clerk	Ongoing
OFFICE ALTERATIONS	<ul style="list-style-type: none"> To commence with office alterations (Between Clerk Office and general Office) 	Clerk	Ongoing
CLIMATE CHANGE ACTION PLAN	<ul style="list-style-type: none"> To work towards a village Climate Change Action Plan 	Climate Change Working Party and Clerk.	Ongoing
SUTTON TIMEBANK	<ul style="list-style-type: none"> To continue to support Sutton Timebank and related projects 	Clerk and Council.	Ongoing
PROVISION OF PATH BETWEEN THE ORCHARDS AND ST ANDREWS CLOSE	<ul style="list-style-type: none"> To obtain ownership and land registry, and provision pedestrian of path between two estates. 	Deputy Clerk	Ongoing
ELECTRIC VAN	<ul style="list-style-type: none"> Lease electric van 	Clerk	Ongoing
EV CHARGING POINTS	<ul style="list-style-type: none"> Provision of e-charging points at The Glebe and Brooklands Centre 	Council and Clerk	Ongoing
BROOKLANDS CENTRE CARPARK	<ul style="list-style-type: none"> Work with RBL to re-surface car park 	Clerk/Village Hall Committee	Ongoing