

COPYTHORNE PARISH COUNCIL MEETING

TUESDAY 10th MARCH 2020

ITEM NO: 11 – Council Objectives 2020-2021

Proposed Parish Council Objectives for the Forthcoming Council Year – 2020-2021

Information

As reported to the Parish Council at the January 2020 meeting, we need, as a part of our planning, to have some clear objectives we wish to achieve as part of our work and on behalf of our community.

We have a forward planning model as well as an emerging 5 Year Local Parish Plan process, but setting the Parish Councils objectives for the forthcoming year is more of a pragmatic description of what we need to achieve so as to ensure we are conducting our business efficiently and effectively.

Objective Formulation

The previous report proposed and it was agreed that we have different types of objectives centred on our work. These are described as falling into three distinct categories:

1. Administrative Objectives
2. Development Objectives, and
3. New / One-Off Objectives

We also agreed that we also need to consider where our objectives come from:

1. Our own thinking about ‘what we want to do’ and also ‘what we have to do’
2. Response to consultations we may undertake, such as in the Annual Parish Meeting, and
3. Any developments imposed upon us – e.g. new legislation

It was clearly stated that, achieving a balanced programme to avoid over-promising on our objectives is essential in order we are clear on what we make a commitment to and managing that effectively, without over-stretching our limited resources – people and money. This will also enable us to plan our agendas forward in some detail over the next Council year (and possibly beyond). The creation of a forward agenda plan is, as Councillors will know, already in place

To deal with this, a process needs to be in place leading to the publication of our objectives, in the first instance for 2020-2021 for the start of the new Council year, in May 2020.

Given this is the first time we done this, it is clear that the listing of suggestions below is, effectively, a ‘starter for ten’, in that we may wish to refine the listing over the next few months as we move into the new Parish Council Year.

Objectives Against Proposed Headings

1. **Administrative Objectives** (*centred on our ability to be as legal / efficient as possible in our work*)
 - a. To complete the **finalisation of our review of our governance information** to ensure it is as up to date as possible;
 - b. To continue to develop **standard systems and documentation** for the conduct of our business, such as: internal management procedures and standardised letters / communications with the community on a variety of matters such as for writing to land owners regarding culvert and overgrowth clearance etc.
 - c. To implement and deliver development of our use of IT systems etc.
 - d. To prepare and create the appropriate structures for a move to external auditing given budgetary growth plus manage our resources to ensure proper use of public funds
 - e. To ensure we have robust systems both at Clerk and Parish Council levels for addressing any new legislative requirements. etc.

(While these relate strongly to the work programme of our Clerk / RFO, Advisory Committees have a key role in assisting with their delivery and are a full Council responsibility)

2. **Development Objectives** *(as derived from our own planning inc. the 5 Year Local Parish Plan)*
 - a. To ensure delivery of the objectives already set out within our 5 Year Plan and approved by the Council:
 - i. Completion of the Village Signs Project;
 - ii. Completion of the Parish Benches Project, and
 - iii. Completion of the Parish Telephone Boxes Project.
 - b. To develop and commence the delivery of the Parish Noticeboards Replacement Project.
 - c. To acquire (either in the upcoming Parish Council Year or the next) the new Speed Indicator Device (SID) and commission its use (joint with Minstead Parish Council).
 - d. To devise in collaboration with the relevant partners, the Flood Plan for the Parish.
 - e. To implement the changes to and further development of our communications strategy including the Copythorne Parish Council web site.

3. **New / One-Off Objectives** *(either as stand-alone or longer term initiatives)*
 - a. To develop our 'Copythorne Parish Design Statement' and submit to the NFNPA.
 - b. To develop our Parish Environmental Policy' in collaboration with the initiatives from both NFDC and HCC as well any other localised initiatives and central government drivers.
 - c. If appropriate and applicable, to continue any required development work on a Parish Community Transport Strategy

This listing of objectives would appear to be quite significant but it should be noted that a large number of these objectives relate to activities already planned / under way / known and allowed for within current budget plans. This list is not cast in stone and may well be subject to adaptation in-year as the need arises.

The objectives will be monitored quarterly in a short summary report to the Parish Council.

Recommendation

That Council approves the Parish Council forward objectives for 2020-2021.

Simon Lucas, Chairman