



Action Plan

October 2023 to March 2025 - Review February 2025

Balderton Parish Council prepared this action plan at the end of 2023. The table below gives a summary of progress. There is a consultation item in the March 2025 newsletter so the council can consider feedback when considering a future action plan.

	Area		Position February 2025
1	Allotments	Clean up the site. Build bays for waste. Review the allotment holder agreement. Improve signage at the site. Clear vacant plots and let out to those at the top of the waiting list.	Complete Complete Complete Complete Complete
2	Balderton Lake	Appoint a company to give advice on a 10-year management plan. Review the lease with Grove Angling Club. Install new bins and rescue equipment (Safer Streets external funding). Install new signage (Safer Streets external funding). Install new fencing around Heron Way car park	Complete Outstanding Complete Complete Complete
3	Balderton Village Centre	Review hire agreement. Review pricing. Replace lighting (LED Review and replace CCTV. Investigate/deliver installation of sound system and fixed projector equipment. Increase use of the centre through marketing and encouraging community use. Review of processes including legionella and fire risk assessment requirements. Review contracts for supplies to the centre. (BT December 2024, Gas March 2024, Sanitary Services January 2024)	Ad hoc hirers -complete. Need to do introduce a regular hirer agreement Complete Complete Complete We have procured a portable PA system Improved/ongoing Complete Complete
4	Balderton Cemetery	Continue to maintain the site to a high standard. Investigate best way to deal with waste from the cemetery	Ongoing Shredder purchased

	Area	Target	Target Completion Date	Position February 2025
5	Coronation Street Playing field	Install new four new benches ¹ and bins ² (Safer Streets external funding). Install youth pod (Safer Streets external funding). Work in partnership with N&SDC and Nottinghamshire Police to review CCTV over the area.	March 2024 Spring 2024 March 2024	Complete Complete Complete
6	Litter/dog fouling	Six monthly inspection of dog bins; budget provision to replace these on an ongoing basis. Work with local organisations to deliver community litter picks. Improved signage at Balderton Lake and Coronation Street playing field (Safer Streets external funding). Work with local stakeholders ³ to address the issue.	Ongoing Ongoing July 2024 Ongoing	2 reviews completed and bins replaced where needed. Ongoing. Ongoing. Next pick due 2/3/25 Complete Ongoing
7	St Giles Closed Churchyard	Continue to maintain this to a high standard. Conduct a churchyard wall safety review. Deliver works required on churchyard walls.	Ongoing. February 2024 Dept on survey results.	Ongoing Survey completed. Planning permission in place. Quotes obtained. Ongoing
8	Safer Streets Project⁴	Work with partners to deliver this project within the timescales stipulated by the funding provider.	March 2025	On target to complete.
9	Communications/ Transparency	Actively encourage residents to come to Balderton Parish Council meetings. Adoption of communication and engagement policy. Delivery of new website. Introduction of Facebook page. Introduction of twice-yearly newsletter.	Ongoing November 2023 December 2023 December 2023 March 2024 (target for first issue).	Ongoing Complete Complete Complete 2 issues produced/delivered. Ongoing.

¹ Replace four benches in play area.

² Replace two bins. Two new bins.

³ Newark and Sherwood District Council and Nottinghamshire County Council

⁴ Safer Streets is a project being delivered in partnership with Newark and Sherwood District Council and Nottinghamshire Police to try to tackle antisocial behaviour in certain areas of the parish. This includes provision of bins, benches, youth pod(s), improved CCTV, lighting, and signage, a water safety day, engagement sessions and introduction of a neighbourhood watch scheme.

	Area	Target	Target Completion Date	Position February 2025
10	Administration and Policy review	<p>Review of all processes/training in the parish council office to ensure that we are efficient and delivering best value.</p> <p>Introduction of quarterly finance reporting</p> <p>Introduction of councillor induction training</p> <p>Introduction of policies to ensure best practice. (Clerk to prioritise and bring to parish council meetings throughout).</p>	<p>March 2025</p> <p>January 2024</p> <p>January 2024</p> <p>March 2025</p>	<p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p>

Further information

A significant amount of progress has been made since the action plan was agreed in January 2024. It should be noted that that the following achievements have been made:

1. **Finance** – Introduction of sector specific accounting software making financial reporting swift and efficient. Comprehensive budget coding to allow the council to fully understand the provision of each service.
2. **Human Resources** – We have agreed a contract with a HR provider to ensure our HR practices and policies are up to date and comprehensive as there was a lack of policies at the beginning of 2024. A staff handbook has been rolled out to all staff. We have recruited a new attendant and a temporary Clerical Assistant. Processes are being embedded and we have regular HR management reports to the Personnel and Policy Committee. We are currently in the process of recruiting at Assistant Parish Clerk / Operations Manager
3. **Health and Safety** – we have reviewed our risk assessments with the contractor that the council has used for many years. In some cases the risk assessments were inaccurate so we have worked to ensure they are accurate to ensure safety of everyone. We have also completed actions to address risks identified in the Legionella Risk Assessment that was completed last year. We had a fire risk assessment done to ensure the safety of our staff and users of our facilities. Memorials tests have been completed and we have tried to reach owners.
4. **Administration management** – The administration of the council has needed to be reviewed significantly including introducing filing structure to electronic documents. Using technology is making our administration less labour intensive and more efficient and effective. This is an important ongoing process.
 - a. **Scribe**, the system that we use for burials/memorials management has lots of functionality that will help us more easily maintain the burial sites we manage going forward. Although this system has been in for some time, we had not used some of its functions. This will take time to embed but will have long term benefits. For example: when conducting memorial checks and responding to enquiries on cemetery records. We will be reviewing processes regarding cemetery management in the coming months.
 - b. **Rialtas**, the system we now use for accounting has standard sector specific reports that we need and these can be generated in seconds rather than transposing reports into Excel as done previously.

- c. **HugoFox**, our new website software provider, giving clear structure to our website and a simple solution for all administrative staff to use and page visitor experience.
 - d. **Facebook**, love it or hate it, this social media facility gives us the ability to share information with residents should they choose to like or follow our page.
5. **Balderton Village Centre** - We have significantly increased the number of bookings for Balderton Village Centre with the income projected to doubled from 2023/4 to 2024/5.

