

Targets for the year	Progress	Comments
<p><u>Community relations</u> The Council will:</p> <ol style="list-style-type: none"> 1. Make efforts throughout the year to publicise its work and its openness to public participation by means of its noticeboards, website, Facebook and Twitter. 2. Explore ways in which volunteers from the local community can engage more with the work of the Council, not least the young people of the parish. 3. Take a lead in, or encourage others to lead, at least 3 public community-building events in the course of the year. 4. To conduct a sensitive but thorough review of the distribution of Christmas Hampers, as well as ensuring that this provision takes place once again for Christmas 2019. 5. To celebrate an award to the Citizen of the Year once again for 2019. 6. To make an award for the best Christmas lights. 7. To publish news and information quarterly in the Great Wakering Community Association news. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">Not yet</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">In hand</p> <p style="text-align: center;">In hand</p> <p style="text-align: center;">In hand</p> <p style="text-align: center;">✓</p>	<p>Social media contacts have grown substantially during 2019</p> <p>A discussion item will be on the November agenda</p> <p>Fun Dog Show; Citizen of the Year and Christmas Lights</p>

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<p><u>Governance</u> The Council will:</p> <p>8. Ensure continuation of insurance cover adequate to the needs of the Council.</p> <p>9. Complete a thorough revision of the Council’s asset register, including the removal of items no longer in active use, by 31 August 2019.</p> <p>10. Require 6-monthly reports on compliance with the General Data Protection Regulations.</p> <p>11. Review its standing orders, financial regulations and code of conduct by 28 February 2020.</p> <p>12. Agree a precept and budget for 2020/21 by 10 January 2020.</p> <p>13. Oversee the implementation of any recommendations by the internal or external auditor and compliance with audit procedures.</p> <p>14. Encourage all councillors to undertake relevant training to assist them in the discharge of their duties.</p>	<p>✓</p> <p>Delayed</p> <p>Delayed</p> <p>Planned</p> <p>On course</p> <p>None</p> <p>Ongoing</p>	<p>We are in year 2 of a 3-year deal</p> <p>This was mistimed in the calendar: March would be better</p>
<p><u>Health and safety</u> The Council will:</p> <p>15. Require the Clerk to carry out a risk assessment for all Council events.</p>	<p>✓</p>	

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16. Complete a part-year review of the most recent risk assessment by 31 August 2019, and to undertake a full new risk assessment by 31 March 2020.	Delayed	Will invite Council to nominate two councillors to oversee this.
17. Require and approve a fire risk assessment at the Parish Hall	✓	
18. Require an annual safety inspection of the Play Area by a qualified inspector, by 30 June 2019 and to note monthly inspections by the Clerk.	✓	
19. Receive a report by the Clerk confirming that PAT tests have been carried out at required intervals.	Planned	
20. Require a report by the Clerk on the servicing of fire alarms and all fire extinguishers.	Planned for October	
21. Require an annual survey on the Control of Substances Hazardous to Health.	Due January	
22. Act upon the recommendations of the most recent 3-yearly tree survey.	✓	
23. Make progress towards agreeing an Emergency Plan for the Parish.	✗	Council has decided to delay this until there is more staff time
<u>Financial management</u>		
The Council will:		
24. Receive financial reports at every full Council meeting, to include bank reconciliations not less often than every 3 months.	✓	

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25. Scrutinise comparisons between bank reconciliations and the Council's financial records twice during the year.	✓	
26. Ensure that all serving councillors are signatories to all bank accounts and that former signatories are removed.	✓	
27. Close the Council's HSBC account no later than 31 August 2019	✗	Aiming for December
28. Receive management accounts not less often than every 3 months.	✓	
29. Conduct a review of all standing orders and direct debits by 31 March 2020.	✓	
30. Ensure that payments to HMRC are made in a timely manner.	✓	
31. Approve a written financial policy and procedures, to be drafted by the Clerk, no later than 31 December 2019.	In hand	Due by March 2020
<u>Contracts</u>		
The Council will:		
32. Continue to review its contracts for services as they come up for renewal, to ensure best value.	✓	
33. Implement its decision for the gradual replacement of street lighting with LED units.	A start has been made	Awaiting new options for LEDs

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<p><u>Staffing and volunteers</u> The Council will:</p> <p>34. Ensure that all staff receive an appraisal during the year.</p> <p>35. Review salaries and conditions of service annually, in line with nationally-agreed awards.</p> <p>36. Sympathetically consider requests for relevant training courses for staff and volunteers.</p> <p>37. Launch a drive to recruit and retain at least a further 5 dependable volunteers for the Wildlife reserve.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>In progress</p>	
<p><u>Future work</u> The Council will:</p> <p>38. Continue to develop its partnership with the Barling Community Trust (currently the Barling Magna Parish Hall Committee – registered charity).</p> <p>39. Review the use of the Play Area and the Parry and aim to reach a decision on the appropriate provision of play equipment.</p> <p>40. Explore creating a long-term plan for the future of the Wildlife Reserve, taking into account its resource needs (finance, volunteers and management), as well as exploring the capacity of this amenity to serve as both a public park and a reserve for wildlife.</p>	<p>✓</p> <p>In progress</p> <p>In hand</p>	<p>A consultation will be proposed at the December Wildlife Reserve Committee meeting</p>