



SOUTH MOLTON TOWN COUNCIL

ACTION PLAN 2016/17

The following Action Plan summarises and prioritises the Council's activities and projects it will continue or complete over the financial year 2016/17.

The top five Council-wide priorities are as follows:

	Committee	Activity
1	Planning	Planning Applications
2	Finance	Finance Matters up to £10,000
3	Staff	Personnel Issues
4	Amenities Area (Sub)	All Council owned Land & Properties
5	Policy, Procedures and Strategy (Sub)	All Council Policies & long/medium/short term strategies

Town Council		
Priority	Activity	Information/Status
2016/2017 Activities		
	Make South Molton a dementia friendly town.	This the mayor's priority for the municipal year. South Molton is now officially a dementia friendly town.
	Organize event for Queens 90th Birthday.	This is well underway and on track to deliver a successful event. A very successful event was held in the Pannier Market.
	Obtain planning permission for Pathfields Phase IV.	Decision notice imminent. Following various requests for additional information outline planning permission has now been granted.
	Organise Christmas Lights switch on event and Firework Display.	Due 18/11/2016. This event was successfully held and BBC Radio Devon were once

Town Council		
		again in attendance.
On-going Activities		
Business as usual	Maximise use of the Pannier Market, Assembly Rooms and the Amory Centre.	To maximise revenues for the Town Council and ensure the provision of suitable community facilities.
	Work with the South Molton Business Association (SMBA) and the Pathfields Forum.	To ensure that the needs of local businesses are taken into consideration and that the town and its facilities are marketed in an appropriate fashion.
	Pavement repairs	Liaise with DCC Highways. TC Staff are also qualified to do repairs. Discussions with DCC are ongoing and they have visited South Molton to view the extent of the problem. Town Council staff have re-laid paving stones in a number of places and the programme of works is ongoing.
	The Museum	Ensure that appropriate resources are assigned to the museum so that it can continue to be run in an efficient and effective manner for the benefit of the town.
	Membership of the Crime Prevention Panel and other bodies	

Finance Committee		
Priority	Activity	Information/Status
2016/2017 Activities		
High	Renovation of the Pannier Market and Town Hall Roofs.	Planning permission and expenditure approval have been obtained. Tenders have been evaluated and the contract awarded. Work

Finance Committee		
		is scheduled for completion by xxxx Renovation of the roofs has now been successfully completed.
High	Replace windows and rainwater goods along Market Street and paint exterior render.	Expenditure approval has been obtained and tenders will be evaluated. This work has now been completed.
Medium	Rehouse Tourist Information Centre (TIC) in the Town Hall and refurbish and re-let old TIC premises.	Ensure that the TIC can keep operating whilst minimising costs to the Town Council. Despite offers of support from the Town Council the TIC committee decided that the TIC was no longer viable and reluctantly decided to close it. Various of its activities have been taken over by the Town Council.
High	Refurbish the flat at 1 East Street so it can be let.	Nearing completion. Will ensure additional revenues for the Town Council whilst providing much needed housing stock. The flat has now been refurbished and let.
Medium	Take over running over the public toilets in the Pannier Market.	Ensure that necessary financial and management arrangements are in place. The toilets are now being run by the Town Council and a 24 hour unisex toilet has been installed,
Low	Install gates at the front of the pannier market.	Planning permission and expenditure approval have been obtained and tenders evaluated. This work has been successfully completed.
On-going Activities		
Business as usual	Review accounts payable on a monthly basis	Approval and administration
	Ensure regular maintenance programme is undertaken.	Aim is to reduce long term maintenance/repair costs.
	End of year accounts, payroll and audit	Approval and administration

Finance Committee		
	Grants	Administration, Finance and Agreement

Planning Committee		
Priority	Activity	Information/Status
2016/2017 Activities		
Medium	Explore the development of a Neighbourhood Plan.	A steering group has been set up to look at the possibility of producing a Neighbourhood Plan. The Neighbourhood Plan Steering Group has been formed, the Plan area has been agreed by District Council and a number of consultation events have taken place. In addition, a dedicated web site has been set up and a newsletter circulated to residents and the wider community..
High	Ensure members of committee have appropriate training,	
On-going Activities		
Business as usual	Planning applications	Responding to applications in a timely fashion.

Staff Committee		
Priority	Activity	Information/Status
2016/2017 Activities		
High	Employ an apprentice	June 2016 to be taken on. An apprentice has now been employed.
On-going Activities		
Business as	Personnel matters and staff management	Administration

usual	Ensure all staff have regular appraisals.	On a yearly basis
	Ensure all staff have appropriate H&S training.	Annual Review
	Ensure all staff have the necessary training to undertake their roles in an efficient and effective manner.	Linked with appraisal cycle
	Training strategy.	Ongoing review

Amenity Areas Sub-committee		
Priority	Activity	Information/Status
2016/2017 Activities		
Medium	Open the BMX track.	Planning permission has been obtained. Ensure an appropriate design is agreed and secure S106 funding. S106 funding was secured, the design agreed and the track was officially opened on 15 August 2016.
High	Cemetery Pathway Renewal.	Resurfacing of paths. S106 funding was received and the paths have now been resurfaced.
Medium	Resurface the paths in the recreation ground.	Ensure S106 funding is received. The paths have now been resurfaced and S106 funding was received.
On-going Activities		
Business as usual	Ensure the equipment in play areas is safety inspected at regular intervals.	Checks are made by an outside contractor at quarterly intervals. Inspected by council staff monthly.
	Allotments	Ensure that they are fully utilised and kept neat and tidy.
	Dog bins	Review their placement and the collection schedule on a regular basis.
	Ensure grass cutting (which areas?) is undertaken at regular intervals.	Review on a regular basis.

Policy, Procedures and Strategy Sub-committee		
Priority	Activity	Information/Status
2016/2017 Activities		
High	Achieve Local Council Award Scheme Foundation Level	This activity is well on the way to completion.
High	Produce an Emergency Plan	Liaise with North Devon Council to produce an emergency plan.
On-going Activities		
Business as usual	Council Policies	Review and Administration
	Produce a quarterly newsletter for distribution to the residents.	To ensure communication with the public.
	Produce a monthly column in the South Molton News to keep residents informed of SMTC activities.	To ensure communication with the public.
	Ensure a weekly report of SMTC activities is posted on the website in a timely fashion.	To ensure communication with the public.
	Ensure the website is kept up-to-date and provides useful information for members of the public.	To ensure communication with the public. A new website has been developed.