

Sedlescombe Parish Council (SPC) Action Plan 2025/26/27

Aim	Objective	Action	Who	Funding Source	Completion Date	Update
To promote the role of the Council and Councillors.	To fill vacancies on the Parish Council.	To advertise the vacancies promptly. To highlight the work the council does and projects that residents can get involved in.	Clerk and Councillors	SPC- Clerk Salary	Ongoing	
To comply with the law and inform community	ACCOUNTS & AUDIT - To ensure that there is transparent information about payments, audit documents, budget, precept.	Publish on the website and on noticeboards (audit)	Clerk and Parish Council	SPC – Clerk Salary	Within 1 month of approval by Council or Auditor	Website updated monthly, noticeboards as required
To comply with the law and inform community	Annual Return	Send to External Auditors & publish on website and noticeboards	Clerk & Parish Council	SPC – Clerk Salary	Agree in April/May 2026	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – 2025/26 - results will be published via parish noticeboard, and Website
To comply with the law and inform community	Exercise of Public Rights	Notify Council of conclusion of audit and results at meeting. Publish on website & noticeboards	Clerk	SPC – Clerk Salary	No later than 30 September	

To comply with the law	<p>PARISH COUNCIL ADMINISTRATION</p> <p>To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent.</p>	Publish agendas, minutes, and means of contacting the Council on the website / noticeboards.	Clerk and Parish Council	SPC Clerk Salary	Agendas 3 clear days before the meeting & minutes ongoing as soon as draft is available. Contact details updated as Necessary. Policy Register by March 2026 to.	Agenda published on website for lawful convening of the meeting. Minutes published on website as soon as the draft is ready.
To comply with the law and ensure safety	<p>HEALTH & SAFETY - To ensure that the Council meets Health & Safety requirements for its staff, councillors and public at events and activities. Ensure there is adequate Insurance Cover.</p>	Renew insurance Risk Management Schedule annually Risk assessments to be completed. Clerk and nominated Councillor's to receive appropriate training to ensure we are managing risk Effectively.	Clerk & Council	SPC Clerk Salary Budget for insurance Budget for H&S Checks	Insurance - renewal October 2025 Risk Management Schedule – review November 2025 Risk Assessments –as required	Annual review

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To comply with the law	Calendar of meetings	Advertise the meeting schedule	Clerk	SPC clerk salary	Annual Calendar of Meetings approved May 2025	On website
To comply with the law	POLICIES - To ensure all council policies (including Financial Regulations & Standing Orders) and procedures are reviewed annually and updated as necessary	Clerk to ensure annually reviewed policies are on May agenda. To use policies to ensure that the council operates within the law. To establish a policy register with clear timeframes for review and identify missing/Out of date policies.	Clerk and Parish Council	SPC Clerk Salary	All policies updated as per Standing Orders or review schedule depending on the policy.	Policies published on the website. Policy register on the website.
To prepare for devolution of assets	To review contracts and procurement to secure best value. To look for grants to help with upgrading assets.	Await confirmation of devolution and timescales.	Clerk and Councillors	Precept – Budget Grant applications	TBC 2027	
To monitor development and planning	PLANNING APPLICATIONS - To consider all planning applications which fall within, and impact upon, the Parish	Clerk to ensure planning applications are notified to councillor's and delegated authority protocol used effectively. Clerk to seek time extensions from RDC if necessary.	Clerk and Full Council.	SPC – Clerk Salary	Planning comments sent to RDC in a timely manner – ongoing	

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To comply with the law and ensure safety	ASSETS - To ensure that all council assets are maintained in a safe and proper manner.	Clerk to check on a regular basis that council assets are maintained and in good working order.	Clerk & Finance Committee		Ongoing with annual Risk Management Schedule assessment due May 2025. Asset Register to be reviewed at May annual meeting	Inspections of assets ongoing Full asset inspection Q3 financial year.
To keep up to date.	SUBSCRIPTIONS - To ensure the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions to - SLCC, NALC, ESALC Information Commissioners Office, RALC.	Clerk and Parish Council		From May 2025 (on renewal date)	
To ensure that the Clerk and Councillors maintain good practice	Promote training and induction and ongoing support for members of staff and Councillors	All new Councillors must attend the Councillor Essential Training as a minimum requirement and attend other training courses relevant to their roles on committees. The clerk must identify new legislation and keep abreast of change and source the relevant training	Clerk and Councillors	Budget / precept	Ongoing Training plan to be developed.	

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To engage with the Community	COMMUNITY ENGAGEMENT To engage with community groups and individuals to help shape the Parish Council plans for the parish. To provide articles to inform residents. Also use Website and the Council's Facebook page	Regular website updates. Produce the Annual Directory and Bulletins when there is relevant content. Emails sent to database list when there is information to send.	Clerk / Councillor representatives on village groups	Ongoing - Continuous dialogue with local groups. Advertise the minutes on the website and FB Invites to Annual Assembly through the Annual directory and signage on the Village Green	Annual Assembly to take place at Sedlescombe Village Hall 6 th May 2026.
To comply with the law and engage with community	WEBSITE – to keep updated	Keep updated on a regular basis	Clerk	Ongoing	Clerk to check monthly when uploading the meeting Agenda.
To work together with community groups	To strengthen existing positive involvement with community groups.	Where possible, we will join forces with the business community, voluntary bodies and local residents for the benefit of the community.	Clerk	Ongoing	

To provide car parking – subject to devolution from RDC	CAR PARKS - to provide and maintain car parking areas	To ensure that the car park remains in good repair and to start to accrue funds annually towards the cost of future surface replacements.	Whole Parish Council	Ongoing	
To future proof the Parish Council	Update and Test – Parish Council resilience plan	To update the resilience plan and then create a scenario to test the plan	Whole parish council and members of the community	Q4 2025/26 or Q1 2026/27	By end of June 2027
Sports Pavilion and grounds	To ensure the Sports Pavilion is kept in good order with required maintenance and testing.	Maintain and improve of Sports Pavilion and Grounds. To review the budget requirements and feed into the whole council budget.	Sports Pavilion Executive Committee		For November Finance Meeting.
Sports Pavilion and grounds	To promote the use of the Pavilion and sports field.	To identify any work required to attract different sports to use the facilities	Sports Pavilion Executive Committee	Ongoing	

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To upkeep open spaces	GROUNDS MAINTENANCE - To manage the cutting of the grass and hedges around the village in accordance to the mapped areas.	Monitor with grounds maintenance company. Respond to comments/complaints from residents.	Clerk	Ongoing	
To fulfil responsibilities as Sole Trustee to Public Playing Fields and Recreation Ground Trust Charit Number 305305	To call at least one meeting per year.	To ensure that the objects and management of the Trust are met.	Clerk and Councillors	Ongoing	
To provide play facilities	Public Playing Fields and Recreation Ground Trust land – to maintain the play equipment and grounds equipment	To conduct the weekly / monthly / annual play equipment inspections and action any issues	Contractor / Clerk / councillors	Ongoing	
To comply with Health & Safety	TREE SURVEY - To establish condition of trees	Tree Warden to report issues with trees to the clerk. Clerk responds to reports from members of the public and Councillors	Clerk /TreeWarden	Survey to be undertaken every 2 years	

Provision of bins – by RDC	DOG & LITTER BINS To ensure there are enough bins, they are emptied regularly and replaced/repared if faulty and owned by the council, otherwise report to RDC	Grounds maintenance company empties bins belonging to Sedlescombe Parish Council	Clerk / Contractor Councillors	Ongoing	
To enhance the Parish and its amenities	To continue to seek funding for established projects.	To complete relevant grant funding applications as appropriate and in a timely manner	Clerk and Councillors	Ongoing	

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To continue the climate change action plan for the Parish Council	To aim to become carbon neutral as a Parish Council	To continue to consider the climate impacts on any decisions on projects and purchases made by the Parish Council	Clerk / Full Council	Ongoing	
To deliver the traffic calming project	To deliver the Highway improvements that the Parish Council has been working on.	To work with ESCC and the traffic consultant. To develop a tender package once the drawings are finished. To aim to start construction as soon as possible after the TRO consultation.	Clerk/Cllrs Caney and Vine-Hall	October 2026	Each Full Council meeting.