



Nelson Town Council Action Plan 2017/18

The following Action Plan summarises and prioritises the Council's activities and projects it will continue or complete over 2017/18.

The top five Council -wide priorities are as follows:

	Committee	Activity
1	Unity Wellbeing Management	Grand Opening Event in April
2	Christmas Lights Tender	Tender for the storage, erection and dismantling of the Christmas Lights
3	Events	Lancashire Day and Light Switch on
4	Personnel	Appoint a Clerk's Assistant Apprentice
5	Publicity and Marketing	Achieve Local Council Award Foundation scheme

The top Committee priorities are as follows:

	Committee	Activity
1	Finance & General Purposes	Purchase a Quad Bike, trailer and Gritter and find storage
2	Planning	Develop a Nelson Neighbourhood Plan
3	Events	Lancashire Day and Light Switch on
4	Environmental	Develop a You Are Being Watched litter campaign with school submitting designs.
5	Publicity & Marketing	Agree a location for the first Welcome to Nelson Boundary project
6	Allotments	Provide new fencing at Hodge House and Cemetery allotments
7	Unity Wellbeing Management	Grand Opening Event in April
8	Personnel	Appoint a Clerk's Assistant Apprentice
9	Christmas Lights Tender	Tender for the storage, erection and dismantling of the Christmas Lights
10	Full Council	Approve the Annual Statement of Accounts and Annual Return

Each Committee's priorities for the financial year 2017/18 are shown below:

Finance and General Purposes		
Priority	Activity	Information/Status
Medium	Monitor and agree maintenance and repairs to play equipment	Annual inspections carried out and medium risks identified for repairs.
High	Maintain 18 Multi Use Gamesa areas and playgrounds	Maintained
High	Provide and improve the CCTV system	1 additional camera commissioned
High	Award Grants as per applications	All grant applications dealt with accordingly
High	Provide adequate It and Office Equipment	Supplied, new PC purchased for Clerk and Clerk's Assistant and Laptop for Catering Co-ordinator.
Medium	Maintain Greenflag Award	Reduced to Amber status
High	Provide Hanging Baskets and Planters for the Town Centre	Provided
High	Purchase a Quad Bike, trailer and Gritter and find storage	Purchased and stored in a container.
On-Going Activities		
Business as usual	Monitor the Council's budget	Monthly monitoring reports
	Maintain the Council Website, Facebook and Twitter pages	Regular updates
	All council finances, end of year accounts and audit	Administration
	Annual Report	Administration
	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		

Planning		
Priority	Activity	Information/Status
2017/18 Activity		
High	Develop a Nelson Neighbourhood Plan	Lead on consultation for the development of a Neighbourhood Plan.
Medium	Planning Training for Councillors	Records to be kept on all Councillor training
On-Going Activities		
Business as usual	Planning and Licensing	Respond to Applications
	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		

Events		
Priority	Activity	Information/Status
2017/18 Activity		
High	Easter Fair with Town Crier Competition	Successfully completed
High	Blood Bikers Charity Event	Successfully completed
High	Summer Football Tournament	Successfully completed
High	Arrange contract for Food Festival	Successfully completed
High	Lancashire Day and Light Switch on	Successfully completed
High	3 Christmas Fairs	Successfully completed
High	Transfer Public Entertainment License to the Town Council	Transferred
On-Going Activities		
Business as usual	Agree and set 2018 Events	4 Events agreed, Easter Fair with Town Crier Competition, Summer Football Tournament, Food Festival and Lancashire Day.
	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		

Environmental		
Priority	Activity	Information/Status
2017/18 Activity		
High	Set up Committee and request a budget from Council	Terms of Reference and £2,500 budget agreed
High	Provide hi-vis marker spray to highlight dog fouling problems	Initial 6 cans successful, a further 12 cans ordered, project on-going.
High	Arrange 4 Council litter pick events in conjunction with Pick Up For Pendle	2 events successfully completed 3 rd booked for early 2018
High	Develop a You Are Being Watched litter campaign with school submitting designs.	Successfully completed
Medium	Develop Educational information and visit schools to deliver environmental message	On-going
Medium	Contact community groups to join the Committee to deliver environmental projects	On-going
Medium	Get agreement from the Borough Council to put stickers on bins with contact number if full	Council did not agree to the stickers
Low	Sponsorship scheme to provide larger bins where existing bins are inadequate	Not started

On-Going Activities		
Business as usual	Agree and set 2018 priorities	On-going
	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		

Publicity and Marketing		
Priority	Activity	Information/Status
2017/18 Activity		
High	Set up Committee and request a budget from Council	Terms of Reference and £10,000 budget agreed
High	Agree a location for the first Welcome to Nelson Boundary project	Location identified is not suitable due to utilities. Alternative site located and ownership is being sought.
Medium	Investigate sponsorship for local awards to promote the Town Council	Sponsored the Lancashire Tourism Awards
Medium	Develop a Marketing Strategy	On-going
Medium	Source marketing merchandise to promote the Town Council	On-going
Medium	Achieve Local Council Award Foundation scheme	Applied for, Clerk completing CiLCA training for Quality status
Medium	Work towards Quality Council Award Status	Required Policies and Procedures identified and being developed
On-Going Activities		
Business as usual	Agree a second gateway sign location	On-going
	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		

Allotments		
Priority	Activity	Information/Status
2017/18 Activity		
High	Set up Committee	Terms of Reference agreed
High	Provide new fencing at Hodge House and Cemetery allotments	Completed
On-Going Activities		
Business as usual	Agree and set 2018 priorities	On-Going
	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		

Unity Wellbeing Management		
Priority	Activity	Information/Status
2017/18 Activity		
High	Set up Committee	Terms of Reference agreed
High	Agree and finalise refurbishment	Completed
High	Grand Opening Event in April	Completed
High	Get tenants for Offices	All 3 Offices rented
High	Set up a system for room booking, agree hire charges.	Completed
High	Open a Unity Bank Account	Completed
High	Employ a Catering Co-ordinator	Completed
High	Ensure the café has adequate equipment and stock	On-Going
High	Launch the Café	Launch planned for 20 th January 2018
High	Set up a Caretaker system	Completed
Medium	Promote the building to achieve sustainability	On-Going
On-Going Activities		
Business as usual	Take Room bookings	On-Going
	Cash Hire fees	On-Going
	Provide financial reports	
	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		

Personnel		
Priority	Activity	Information/Status
2017/18 Activity		
High	Appoint a Clerk's Assistant Apprentice	Completed
High	Review Clerk's Hours	On-Going
High	Review Clerk's Salary	On-Going
High	Agree Policies and Procedures of employment	On-Going
High	Negotiate more Office Space	Completed, moved to bigger Office 8 th January 2018.
Medium	Agree Councillor and Staff training	On-Going
On-Going Activities		
Business as usual	Monitoring and dealing with staffing issues	No issues
	Handling staffing requests such as leave	On-Going
	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		

Christmas Lights Tender		
Priority	Activity	Information/Status
2017/18 Activity		
High	Agree a schedule of Lights for tender	Completed
High	Tender for the storage, erection and dismantling of the Christmas Lights	Completed
High	Agree improvements to the Christmas Lights within budget.	New 'Shuttle' light curtain and Christmas Tree installed
On-Going Activities		
Business as usual	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		

Full Council		
Priority	Activity	Information/Status
2017/18 Activity		
High	Appoint a Chair and Vice-Chair as per statutory requirements	Completed
High	Annual Town Meeting and Annual Town Council meeting	Completed
High	Set a Balanced Budget	Completed
High	Agree Committees Terms Of Reference	Completed
High	Review Policies and Procedures, including Standing Orders and Financial Regulations	Completed
High	Approve the Annual Statement of Accounts and Annual Return	Completed
High	Ensure the Accounts are adequately Audited and consider an interim Audit	Completed, interim Audit agreed
Medium	Make Nelson a Dementia Friendly Town	On-going
Medium	Agree 10-year anniversary celebrations	On-going
High	Agree an Annual Action plan	Completed
Medium	Attend civic ceremonies including the Remembrance Service	Completed
On-Going Activities		
Business as usual	Monitor Budgets and Financial Transactions	Monthly reports
	Review Committee Minutes and decisions	Monthly agenda item
	Receive reports from Outside Bodies	Monthly agenda item
	Running the Committee	Agendas, Minutes Reports, Administration
Any other matters within the Committee's remit		