

Task	2019/20						2020/21						2021/22						2022/23						
	May	Jun	Sep	Nov	Jan	Apr	May	Jun	Sep	Nov	Jan	Apr	May	Jun	Sep	Nov	Jan	Apr	May	Jun	Sep	Nov	Jan	Apr	
To provide effective and appropriate governance of the Council's resources and services.																									
Produce and implement a training policy for staff and Council Members. The Council will keep a CPD record for all Council staff.								✓																	
Produce a training policy and procedure for all new staff and Council members.								✓																	
To adopt a policy on the recruitment of new staff members to include a commitment to achieving national recognition of our commitment to equal opportunities.																	✓								
Undertake a risk assessment each year to protect the Council and its assets.			✓						✓						✓						✓				
Prepare and implement a staffing policy to cover the employment of staff members. This will include policies on pay, leave, grievance, redundancy, pensions etc.												✓													
Ensure all staff members have contracts of employment.										✓															
Review the staffing structure to understand the demands placed on staff by the Council and whether any changes are required to the structure.					✓						✓						✓							✓	
Ensure Council minutes and notices of meetings are available around the town and on the Council's online platform.			✓																						
Review the complaints policy for members of the public.										✓															
Review and monitor the Council's insurance on an annual basis.	✓						✓						✓						✓						
Manage the Council's I.T requirements including website, email and social media.				✓																					
Review the town's Youth Council provision in engaging young people in the democratic process and the town's affairs.											✓														
To review the Council's commitment to being a Living Wage Employer.		✓												✓											
Annually review the Council's Freedom of Information Policy, Data Protection Policy and registration with the Information Commissioners Office.						✓						✓						✓							✓
To conduct a biennial review of the delegation policy of the Council. This includes the delegation to Committees, members and staff.										✓													✓		
To receive each year, a report outlining the complaints received against the Council and to take appropriate action following that report.			✓						✓						✓						✓				
Following on from the Council's risk assessments the Council will have a biennial review its Health and Safety policy. This policy will focus both on staff members and the general public.				✓												✓									
Prior to the next election in 2023, the Council will produce a plan to ensure continuity while also promoting the role of elected Members to encourage new members to stand.														✓											
Arrange biennial independent property inspections for the Caretaker's House.					✓												✓								
Biennially review and adopt the Council's Standing Orders.						✓												✓							
Biennially review and adopt the Council's Financial Regulations.												✓													✓

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To provide value for money in the services we provide and projects we fund.																								
To set the Council budget in January each year through a process of consultation with members of the public.					✓						✓						✓						✓	
To review the way the Council sets its budget, presents its budget and monitors its budget to provide greater clarity and transparency.				✓						✓						✓						✓		
Publish all payments made by the Council over £500 on the Council website each month.							✓																	
To review expenditure via the quarterly income and expenditure report at Full Council.	✓		✓		✓	✓	✓		✓		✓	✓	✓		✓		✓	✓	✓		✓		✓	✓
To receive an annual report on the Council's investments.						✓					✓						✓						✓	
To prepare and adopt financial forecasts covering multiple financial years.				✓						✓						✓						✓		
To provide a high quality service via the Council office and other contact methods to local residents																								
To conduct a biennial review of policy on community engagement.				✓												✓								
To receive an annual report on the issues dealt with by the Council office.						✓						✓						✓						✓
Develop and maintain a Council website that provides the public with information about the Council, local services and contact methods.										✓														
To conduct a review into the current method of holding the annual town meeting with a view to encouraging a higher attendance from local residents.									✓															
To support local voluntary groups and community activities																								
To annually review the Council's grant policy and process.			✓						✓						✓						✓			
To continue to hold a Christmas Lights Switch On Event with local groups and voluntary organisations invited.						✓					✓							✓						✓
To continue the Council's policy of a separate room hire rate for charities and voluntary organisations.					✓					✓							✓						✓	
To maintain and develop the outdoor space owned by the Council for the benefit of local residents																								
Prepare a biennial maintenance plan for the Memorial Park.					✓												✓							
Prepare biennial maintenance plan for The Croft, St Peters Walk and Green Lane.							✓											✓						
Prepare a plan to improve the outdoor space owned by the Council next to the Community Centre.									✓															
Provide a yearly safety check for the Council's play areas.	✓						✓						✓					✓						
Work with allotment holders to maintain and improve allotment provision provided by the Council.			✓												✓									
To support the town as a whole in becoming a cleaner place to live, work and enjoy.	✓						✓						✓					✓						
Work towards securing a dog control order for all Council owned land and develop a plan to ensure certain staff members are trained in the relevant topics to enable them to provide fix penalty notices.																						✓		

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To establish a working group of Councillors and outdoor staff to improve communication between staff and members.				✓																				
To carry out a biennial assessment of equipment and tools held by the Council. The Council will set aside funding to replace and repair equipment as appropriate.					✓												✓							
To explore the possibility of the Council investing in an electric van. The Council will set aside funding each year to develop a pot of money to buy a new van every 3-4 years.																✓								
To provide high quality community space at the Town Hall and Community Centre for local residents to enjoy recreational activities																								
Prepare and implement a rolling maintenance plan for all Council owned buildings. The Council will set aside significant funding in its capital budget to fund improvements to the buildings it owns.			✓						✓						✓						✓			
Agree a redesign for the Town Hall kitchen with a timetable for the installation work.				✓																				
Undertake a yearly review of the Council's room hire charges.						✓						✓						✓						✓
Market and promote the room hire facilities available from the Town Council.																✓								
To provide an effective service as the burial authority and a well maintained cemetery for the town's residents																								
Ensure staff members are appropriately trained in dealing with the cemetery and associated activities.							✓																	
Review the pricing structure for the cemetery on an annual basis.						✓						✓						✓						✓
Review the development of the expanded cemetery provision within the town.										✓												✓		
Maintain and improve the cemetery, taking into account the views of residents.											✓													
Keep accurate and up to date records relating to the cemetery.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
To improve communication with residents visiting the cemetery.																✓								
To support the development of the town's High Street and local businesses																								
Work with local businesses to promote the High Street.			✓						✓						✓						✓			
Organise the publication of a new Town Guide.				✓																				
Implement and monitor a budget and plan to improve High Street vitality.	✓												✓											
To engage with partners to steer the future development of the town																								
Respond to planning applications received through the Borough Council.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Make responses to local, regional and national consultations relating to planning & development.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monitor the Coleshill Neighbourhood Plan recommendations at Planning Committee and on a biennially focussed basis.			✓												✓									
Support the work of the Coleshill HS2 Action Group in mitigating its potential impact on the town.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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Support local action groups and resident associations in opposing unwanted development where the council feels it would be detrimental to the town.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
To play our part in helping to reduce crime and anti-social behaviour in the town																								
Work with the local Police & other agencies to reduce crime and anti-social behaviour.					✓						✓						✓						✓	
Monitor the coverage of CCTV on Council owned land and make recommendations for further provision where appropriate.		✓						✓						✓						✓				
Develop a good working relationship with the local Police, Crime Safety Partnership and the Police and Crime Commissioner.					✓						✓						✓						✓	