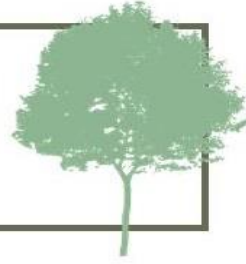


Fownhope Parish Council

Serving the community



FOWNHOPE PARISH COUNCIL

FORWARD PLAN

2022-2027



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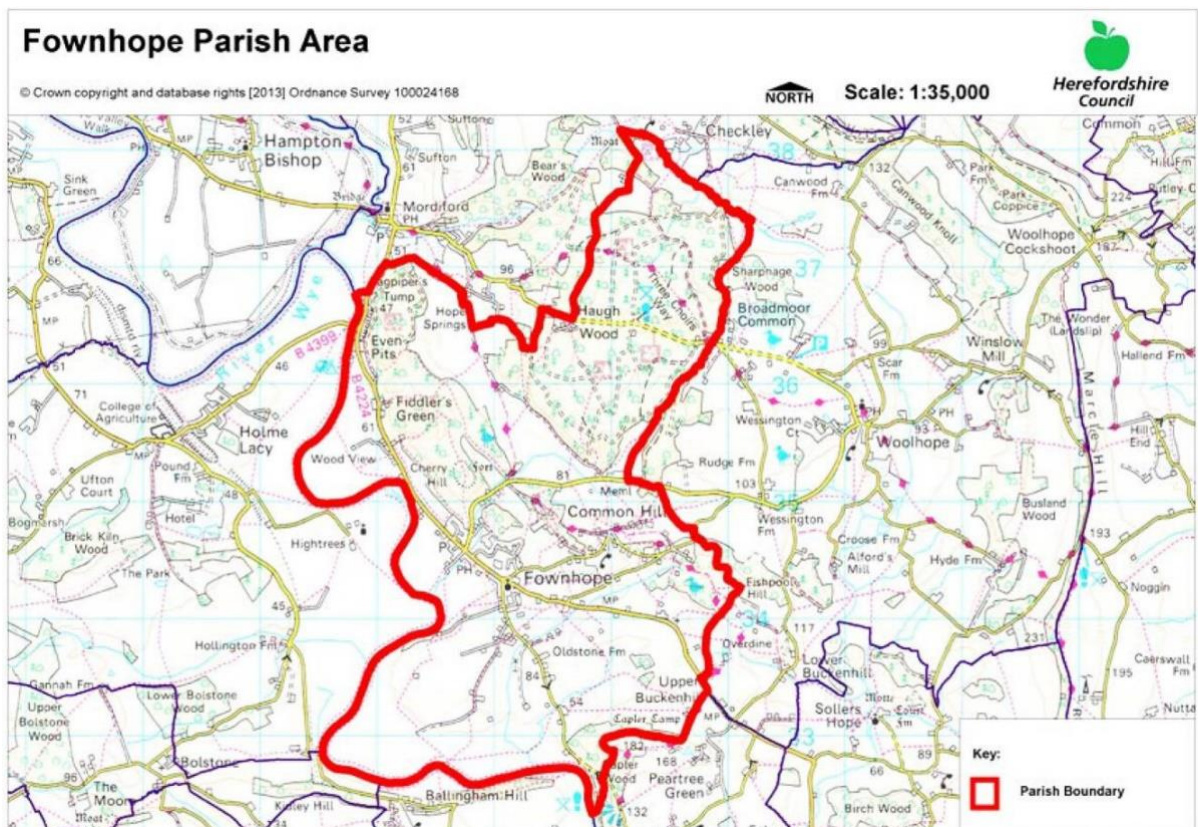
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1. Introduction:

This is Fownhope Parish Council's Forward Plan; it sets out the vision and priorities of the Parish Council for the next five years. It seeks to:

- inform parishioners about the roles and responsibilities of the Parish Council;
- set the objectives and plans of the Parish Council;
- communicate effectively with the community encouraging consultation and engagement and providing the basis for the community to become involved in shaping the future of the village.
- demonstrate that Fownhope Parish Council meets the standards set for Parish Councils and has put in place conditions for continued improvement.

This forward plan is a live document which will be reviewed on an annual basis. The plan will be used to inform the annual budget in conjunction with the action plan to further parish improvements, maintenance and projects and enable the Parish Council to monitor its progress against key priorities.



Inform parishioners about the roles and responsibilities of the Parish Council:

1.1: Parish Council responsibilities

There are a number of duties which the Parish Council must fulfil each year; these are laid down by statute. In comparison to the wide range of powers which the council can choose to exercise, the number of mandatory duties is limited. The list below is not exhaustive but covers the primary duties of the Council.

- At least four meetings must be held each year, including the Annual Meeting of the Parish Council which is held in May.
- A Chairman must be elected to oversee meetings. The election of a chairman is the first business at the Annual Meeting of the Parish Council.
- The Parish Council is also required to call and chair the Annual Parish Meeting which is normally held in May but can be held between the 1st March and the 1st June.
- The Parish Council must appoint a Responsible Financial Officer to manage the council's finances.
- If six electors ask for allotments, the council has a duty to consider this need.
- The PCC can ask the Parish Council to adopt a closed churchyard; this request must be considered by the Parish Council.
- The Crime and Disorder Act places a duty on the council to consider the impact of its decisions on crime and disorder.
- Legislation concerning Equal Opportunities, Employment, Data Protection and Freedom of Information must be complied with.
- The council has a duty to keep minutes of meetings as they are a legal record and can be used in a court of law.
- The Council's Code of Conduct must be adhered to.

- An independent and competent internal auditor must be appointed each year and carry out at least one internal audit of the council's accounts.

- The impact of the Council's activities on biodiversity must be considered.

Fownhope Parish Councillors undertake a great deal more than listed above; they meet at least 10 times each year and in addition Councillors meet in various working groups to complete many extra tasks that have been undertaken both historically and as a result of note of the wishes and needs of Parishioners.

1.2: About us

Parish Councillors are elected every four years by residents of Fownhope Parish. The next election is in May 2023. There are twelve seats and the Council employs a Clerk/RFO for 12 hour per week, plus 2 hours to help raise awareness and support provision of facilities to reduce the Community Carbon Footprint. The Parish Council elect the Chairman and Vice Chairman each year at the Annual Meeting of the Parish Council. The aim is to have a four year rotation plan for the office of Vice Chair and Chair (1-year Vice, 2-years Chair, 1-year Vice). Fownhope Parish Councillors are all volunteers and do not receive remuneration for their services.

Fownhope Parish Council believe council members should be accessible to residents of the Parish and biographies and contact details for all current Parish Councillors can be found on the website at www.fownhope.org.uk.

They are:

- Cllr Kevin Braybrook (Chair and Chair of Planning Working Group)
- Cllr Tim Jones (Interim Vice Chair)
- Cllr Gareth Williams (Chair of Environment Group)
- Cllr Mike Simmons
- Cllr Frank Hemming
- Cllr William Morris (Footpaths Officer and Chair of Footpaths Working Group)
- Cllr Lavinia Smith
- Cllr Michael Short
- 4 current vacancies

1.3: Parish Council Meetings

The Parish Council meet on the first Wednesday every month (except January and August, during which we only call meetings if urgent business has been identified) in the Pavilion on the Recreation Ground. The agenda is posted on the Parish Council notice board near the Village Shop three clear days before the meeting date.

We do not have ‘any other business’ on agendas as we can only discuss matters which have been made public three full working days before the meeting. We do however, welcome parishioners to all our meetings to comment on agenda items and suggest items they would like the Parish Council to discuss at a later date. The meetings are open to all and only when discussing employment or legal issues are the public excluded. There may be occasions when it may be necessary to limit members of the public to three minutes each to ensure we can conclude the meeting within the required time.

Extra meetings are sometimes called in order to comply with the planning cycles in order to respond to Hereford Council Planning Department.

In addition to the monthly meetings and the Annual Meeting of the Parish Council, the Chairman calls an Annual Parish Meeting which is also generally held in May. This is the opportunity for all residents to come along and hear what the parish council has done over the previous year, ask questions and hear reports from the various Working Groups, Village Groups and Organisations.

The Council works to its [Standing Orders](#) and [Financial Regulations](#), which set the rules by which the council is expected to operate and conduct its business. In addition, the council has a number of adopted policies and protocols which ensure meetings operate efficiently and effectively. All of these are available on the website: <https://www.fownhope.org.uk/>.



2. Set the Objectives and Plans of the Parish Council:

- 2.1 Our Vision
- 2.2 Our Mission
- 2.3 Our Values and Principles
- 2.4 Our Strategic Goals to 2027 and onwards

2.1 Our Vision:

Fownhope: A community working collaboratively for a vibrant, healthy, sustainable parish

2.2 Our Mission:

- 2.2.1 To stimulate and enable action for Fownhope
- 2.2.2 To work to support our community
- 2.2.3 Supporting public participation that will benefit the community
- 2.2.4 Enabling opportunities and building partnerships

2.3 Our Values and Principles:

- 2.3.1 Responsibility: a shared engagement with all our community
- 2.3.2 Nurture: growing and developing a thriving village
- 2.3.3 Sustainability: thinking and acting for current and future generations

2.4 Our Strategic Goals to 2027 and onwards:

An Open and Engaged Council:

- 2.4.1 Respond appropriately to community needs
- 2.4.2 Improve community interest
- 2.4.3 Increase volunteer engagement

A Thriving Community for All:

- 2.4.4 Develop opportunities for sustainable businesses
- 2.4.5 Improve facilities for all parishioners
- 2.4.6 Increase opportunities for diversity

Healthy and Sustainable Parish:

- 2.4.7 Maintain and develop sustainable infrastructure
- 2.4.8 Improve accessibility to the environment
- 2.4.9 Promote healthy and low impact lifestyles

We aim to achieve this by:

An Open and Engaged Council

Responding appropriately to community needs:

- 2.4.1.1 Councillors will be encouraged to serve on at least two working groups;
- 2.4.1.2 The Parish Council will proactively support and send representatives to attend meetings of the FCLT (Fownhope Community Land Trust), FRFA (Fownhope Recreation Field Association), Fownhope Community Library, and FNMH (Fownhope New Memorial Hall) etc;
- 2.4.1.3 We will keep a record of the attendance and training of each Councillor and report this to the Annual Parish Meeting;

- 2.4.1.4 We will work to obtain and maintain the standards of the [Local Council Award Scheme](#);
- 2.4.1.5 We will actively seek input from parishioners and will work with the community to support various initiatives developed by them;
- 2.4.1.6 We will maintain awareness of local and national initiatives that may impact the parish.

Improve Community Interest:

- 2.4.2.1 The Parish Council will seek the views and feedback of residents on issues through monthly Parish Magazine articles, emailed newsletter and online platforms; and a presence at community events;
- 2.4.2.2 We will regularly update the website and submit articles for the village social media pages;
- 2.4.2.3 We will actively encourage members of the public to attend meetings;
- 2.4.2.4 We will welcome new members of the village when they move to Fownhope signposting them to information about village facilities and activities.

Increase Volunteer Engagement:

- 2.4.3.1 The Parish Council will continue supporting the Working Groups and encourage volunteer help from residents;
- 2.4.3.2 Volunteers will be welcomed, supported and given appropriate training and equipment;
- 2.4.3.3 We will routinely thank our volunteers who support the village and celebrate their contributions and achievements, including awarding an annual Community Service Award and Volunteer Tea.

A Thriving Community for All

Develop Opportunities for Sustainable Businesses:

- 2.4.4.1 The Parish Council will support the encouragement of employment sites as detailed in the [Fownhope Neighbourhood Development Plan](#);
- 2.4.4.2 We will help develop interest in Fownhope as an attractive site for businesses and tourism through the improvement of facilities and website etc;
- 2.4.4.3 We will work closely with local businesses and organisations, including (but not limited to) Fownhope Medical Centre, Fownhope Fire Service and St. Mary's Primary School and provide support wherever possible.

Improve Facilities for All Parishioners:

- 2.4.5.1 The Parish Council will work to support the development of safe, fun and engaging areas for young children to play, including a play area for 0–5 year-olds, a skate board ramp and further develop the grassy cycle track for older children;
- 2.4.5.2 We will increase the engagement of young people through Working Groups and Specific Projects, making funding available via an annual Youth Support budget;
- 2.4.5.3 We will work with the young people of the village to establish Youth Activities;
- 2.4.5.4 We will increase the engagement with families and elderly residents to understand their needs and work to support them.

Increase Opportunities for Diversity:

2.4.6.1 The Parish Council will work with the community to make Fownhope a diverse and welcoming place.

A Healthy and Sustainable Parish

Maintain and Develop Sustainable Infrastructure:

2.4.7.1 The Parish Council will lobby on a range of issues for the community as well as provide comments to consultations;

2.4.7.2 We will take action in response to threats and opportunities;

2.4.7.3 We will continue to support local bus services and the Fownhope Car Club, and sustainably develop our buildings and land wherever possible.

Improve Accessibility to the Environment:

2.4.8.1 The Parish Council's principal services will continue to include minor highways work, such as regular checks and reporting of potholes, blocked drains and grit bins; traffic calming schemes; the improvement of footpaths and pavements including promotion of the Fownhope Walks, maintaining travel routes, developing a range of recommended cycle routes, improving pedestrian safety; planting and surveying trees; and supporting the monitoring of the health of the River Wye;

2.4.8.2 We will also continue to support village assets, for example the library, children's play areas and areas of Common Land;

2.4.8.3 We will continue to support and develop flood risk reduction.

Promote Healthy and Low Impact Lifestyles:

2.4.9.1 The Parish Council will strive to help support the improvement of recreational facilities (Memorial Hall, Pavilion and Recreation Field);

2.4.9.2 We will support initiatives that will improve the physical and mental health of village residents, for example the development of fitness stations, walks, canoe launch, village walks and cycle routes; and provide support in the event of an emergency by maintaining the defibrillator at the West End Stores and providing training in its use;

2.4.9.3 We will investigate and promote low impact development activities supporting The Great Collaboration and responding to feedback from users.

3. Meeting our Duties in Relation to Conserving Biodiversity

Under the Natural Environment and Rural Communities Act 2006, every public body, including Town and Parish Councils, has a duty to conserve biodiversity.

In detail, section 40 of the NERC Act 2006 states that "every public body must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity".

The Parish Council recognises this duty and is committed to fulfilling its obligations by:

- 3.1 Supporting an active and dynamic Environment Working Group;
- 3.2 Supporting and promoting tree planting, including taking advantage of applications for free trees from the Woodland Trust and Tree Warden consideration of all planning applications for works to trees in a conservation area;
- 3.3 Compliance with AONB dark skies policy is encouraged, and adhered to in terms of responses to planning consultations;
- 3.4 The Neighbourhood Development plan includes criteria for sustainable development;
- 3.5 Monitoring and reduction of invasive plants – Japanese Knotweed and Himalayan Balsam, including liaison with the Wye Usk Foundation;
- 3.6 Supporting the maintenance of Common Land through voluntary or paid activity and Environmental Stewardship Scheme;
- 3.7 Supporting reduced verge cutting where possible to encourage biodiversity;
- 3.8 Supporting the reduction of pollution in the River Wye;
- 3.9 Supporting the development of ‘Five Flowers for Fownhope’, a wild flower community engagement project;
- 3.10 Promoting local examples of dead hedges;
- 3.11 Providing an annual Habitat Grant, available for parishioners to create wildlife habitats;
- 3.12 Supporting and promoting wildlife awareness;
- 3.13 Supporting carbon reducing actions via The Great Collaboration; and
- 3.14 Updating the website with relevant information and signposting.

4. Meeting our Duties in Relation to Crime and Disorder

Under Section 17 of the Crime and Disorder Act 1998, the Parish Council has a duty to consider the impact of its functions and decisions on crime and disorder in its area.

This includes, but is not limited to, anti-social and other behaviour adversely affecting the local environment. The Parish Council recognise particular concerns around speeding within Fownhope and is committed to fulfilling its obligations by:

- 4.1 Supporting an active and dynamic Highways Working Group;
- 4.2 Developing strategy and providing infrastructure to encourage the reduction of speed travelling through the village - an active Community Speed Watch team, two Speed Indicator Devices, requesting frequent police speed monitoring sessions, designing and consulting on a new road narrowing marking scheme and the development of a multi parish group working together to reduce traffic and speed along the length of the B4224;
- 4.3 Working in partnership with all relevant authorities including West Mercia Police (Community Policing Team) and Safer Roads Partnership and Herefordshire Council;
- 4.4 Organising free training sessions in Crime Prevention for residents of the parish;
- 4.5 Engaging with the West Mercia Police Community Charter to identify and help support West Mercia Police address community concerns;
- 4.6 Promoting 'StreetSafe' (a pilot service for anyone to anonymously report public places where they have felt or feel unsafe, because of environmental issues, for example street lighting, abandoned buildings or vandalism and/or because of some behaviours, for example being followed or verbally abused); and provide a page on the website with direct links for reporting concerns to West Mercia Police.

Section 5(2) of the Crime and Disorder Act 1998 details the right of town and parish councils to be consulted. The Parish Council carries out its duty by:

- 4.7 Inviting the West Mercia Safer Neighbourhoods Team to attend regular Parish Council meetings to exchange information with councillors and residents, or provide the opportunity for them to submit a report if they can't attend in person; and to invite representatives to any events held within the Parish;
- 4.8 Welcoming and promoting local police surgeries at Wye Leisure providing an opportunity to meet the police and share any concerns;
- 4.9 Subscribing and encouraging residents to sign up to Neighbourhood Matters and sharing relevant information in Parish Newsletters and on the website;
- 4.10 Inviting Superintendent Edd Williams to present to the Annual Parish Meeting in 2021 and maintaining a dialogue with him and his team about areas of concern within the Parish;

- 4.11 Sharing Police Commissioner newsletters with Councillors and wider where possible;
- 4.12 Completion of the PCC Town and Parish Survey;
- 4.13 Updating the website with relevant information and signposting.

5. Communicating Effectively with the Community Encouraging Consultation and Engagement:

Whilst we continue to increase our use of social media and digital communication, we recognise that some residents are unable or unwilling to access digital systems so we continue to use alternative methods of engagement.

In order to achieve this aim, we will:

- 5.1 Maintain current and relevant information on the website: Continue to add data to the website ensuring it is up to date; and move towards a .gov.uk site with associated email addresses for councillors;
- 5.2 Maintain the noticeboard: Ensure the noticeboard is kept up to date, and distribute information to be pinned to the FNMH board and the board by the playground;
- 5.3 Increase use of social media: Maintain posts on village Facebook page and develop the use of Parish Council Twitter or other social media pages. Information relevant to meetings and to the Parish as a whole will be posted, and residents will be encouraged to attend meetings. Instagram will be considered and software to link all social media posts to reduce demand on capacity and ensure maximum coverage;
- 5.4 Increase subscriptions to the Clerk's mailing list: Encourage subscriptions in the Parish Magazine, on newsletters, events, at meetings and on the noticeboard;
- 5.5 Publicise activities at community events wherever possible: Promote Parish Council activities at community events. Seek views and feedback from parishioners using a range of media, for example articles in the Parish Magazine, posters on the noticeboard, 'Survey Monkey' surveys shared on the website, by email or on the social media pages;
- 5.6 Produce a regular newsletter: Produce a regular newsletter, by email using the Mailchimp platform to enable residents to easily subscribe or unsubscribe, and in the Parish Magazine – both monthly PC update articles and annual reports to include the Chairman's Report from the Annual Parish Meeting and to publicise the draft budget. Share information from other organisations as considered relevant;

5.7 Provide a Suggestion Box within the village: Regularly check any suggestions in the Suggestion Box (at The Shop @ Coe Corner, Fownhope) and report any comments to the next PC meeting. Ensure a sufficient stock of comment cards is available.

6. Demonstrating that Fownhope Parish Council meets the standards set for Parish Councils and has put in place conditions for continued improvement:

In order to achieve this aim, we will:

6.1 Achieve the Quality Gold Award in the Local Council Award Scheme: aiming to submit our Quality Gold application at the earliest opportunity;

6.2 Write a forward plan for the Parish Council setting out how we manage the business and finance of the council using information from the Action Plan, Council Handbook, Climate Emergency Declaration and 3-year budget, and publish on the website;

6.3 Monitor and review the Action Plan throughout the year: set up a working group to monitor the forward plan, report quarterly and review at the annual Strategy meeting;

6.4 Maintain operational efficiency and compliance: ensure the website is updated regularly with:

6.4.1 Accounts and audit information

6.4.2 Information on Council's role and how it engages with the community

6.4.3 Action plan for the year

6.4.4 Planning application response information

6.4.5 Publicity advertising council activities

6.4.6 Evidence of consulting the community

6.4.7 Up to date policies and procedures

6.4.8 Conduct annual assessment of compliance with GDPR, Health and Safety Assessment of Assets and Risk Register

6.5 Provide training opportunities for Clerk, Councillors and Volunteers: encourage and finance attendance at NALC/HALC/SLCC and other appropriate training events.

7. ACTION PLAN

7.1 AIM: An Open and Engaged Council; Communicating Effectively with the Community Encouraging Consultation and Engagement			
OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Maintain current and relevant information on the website	Continue to add data to the website and ensure it is up to date and move towards a .gov.uk website with .gov.uk email addresses for all councillors	Monthly	
Use as many forms of engagement as possible	Use a mix of traditional and digital forms of engagement and communication: face to face, noticeboards, Parish Magazine, contact with the Clerk or Councillors via email or telephone, email, newsletters, social media, surveys and via local groups and organisations.	Monthly	Website; Comms & Engagement;
Maintain the noticeboard	Ensure the noticeboard is kept up to date, and distribute information to be pinned to the FNMH board and the board by the playground.	Monthly	Clerk Salary (clerk time)
Increase use of social media	Maintain posts on Village Facebook Page and increase use of the Parish Council Twitter page. Post information relevant to meetings and to the Parish as a whole. Post to encourage attendance at meetings. Consider Instagram and software to link all social media posts to reduce demand on capacity and ensure maximum coverage.	Weekly	
Increase subscriptions to Clerk mailing list	Encourage subscriptions to clerk mailing list in the Parish Magazine, at meetings and on the noticeboard.	Monthly	
Publicise activities at community events wherever possible	Promote Parish Council activities at community events. Seek views and feedback from parishioners.	Quarterly	
Produce a regular newsletter	Produce a regular newsletter, by email using Mailchimp so residents can easily subscribe or unsubscribe, and in the Parish Magazine – both monthly PC update articles and annual reports to include Chairman’s Report from Annual Parish Meeting and to publicise the draft budget. Share information from other organisations as considered relevant.	Monthly	

Provide a Suggestion Box within the village Welcome and support new residents	Regularly check any suggestions in the Suggestion Box (at Shop @ Coe Corner) and report any comments to the next PC meeting. Ensure sufficient stock of comment cards available. Support new residents with a welcome letter and information about the village, it's community and activities.	Monthly Review annually	
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7.2 AIM: A Thriving Community for All; A Healthy and Sustainable Parish

OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Continue to improve the PROW network; support and encourage access to outside space and walking for health and recreation; improve accessibility of footpaths.	Support an active and dynamic Parish Footpaths Team; progress the maintenance programme replacing stiles with gates where possible and maintaining footpaths and hedgerows etc. Identify a circular walk in the lower part of the village that could be adapted as fully accessible with wide, even paths and gates.	Quarterly By Dec 2023	Lengthsman; P3 plus materials;
Improve road safety.	Promote and encourage the six circular village walks along with Wye Valley AONB '50 walks @ 50' to celebrate the 50 th birthday of the Wye Valley AONB; and research 'Slow Ways' – a network of walking routes to connect towns and cities – and join if appropriate. Support an active and dynamic Highways Working Group; continue to implement, maintain and monitor traffic calming proposals: complete the installation of village gateways; monitor and report SID data; continue regular CSW sessions; request regular (or at least periodic) police speed monitoring presence; progress multi parish approach with B4224 Strategy Group and associated Traffic Regulation Orders to reduce speed and weight limits; and work towards developing a scheme for traffic calming road narrowing markings (as in other parts of the county).	Quarterly Monthly; Gateways on completion of development sites	Grass Cutting; Parish Maintenance & Improvements; Play Inspections;
Continue to improve facilities on the	Improve existing pavements to provide a safer facility to walk into and within the village. Continue weekly assessments of play equipment (including skate ramp) and annual RoSPA inspections.	By Dec 2023 Weekly/ Annually	Projects (as needed); Clerk Salary (clerk time)

Recreation Field for play and sport.	Carry out refurbishment works on playground equipment and begin to consider a programme of new equipment in anticipation of S.106 money from the Millfield development.	Start early 2023	
Conduct an annual assessment of the Parish.	Carry out annual assessment of village assets to identify areas for improvement and maintenance, and improve or maintain where appropriate.	Annually – May	
Maintain S106 Wish List	Maintain a current Section 106 ‘Wish List’ with Herefordshire Council and request funds from developers where appropriate.	Annual	
Progress B4224 Social Value Project with BBLP	Continue working with BBLP towards a social value project.	Monthly	
Provide support in the event of an emergency	Continue to maintain the defibrillator outside West End Stores and provide training as/when required. Coordinate and support provision of local “Warm Spaces” during the energy crisis. Create an Emergency Plan and maintain a list of volunteers	Monthly; training 2-yearly Winter 2022/3 By March 23	

7.3 AIM: Meeting our Duties in Relation to the Climate Emergency and Conserving Biodiversity

OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Adopt an environmental policy detailing how we meet our duties in relation to biodiversity and how we encourage	Support an active and dynamic Environment Working Group; lobbying Central Government and Herefordshire Council for more action against climate change. Write and adopt a policy detailing action in terms of the environment, and embed into Parish Council actions: <ul style="list-style-type: none"> ○ Support and encourage engagement with The Great Collaboration ○ Support action to monitor pollution of the River Wye 	Annually By December 2023	Projects (as needed); Clerk Salary (clerk time);

the reduction in carbon footprint	<ul style="list-style-type: none"> ○ Support the maintenance of Common Land and continue with the SSSI and Environmental Stewardship Scheme on Common Hill ○ Liaise with the Wye Usk Foundation to control invasive plants such as Japanese Knotweed and Himalayan Balsam ○ Promote the Parish Council Habitat grant ○ Promote and provide support hedgehogs and other wildlife ○ Request/encourage reduced verge cutting where safe to do so ○ Encourage tree and hedge planting, including the development of dead hedges; sign the Tree Charter; take advantage of applications for free trees ○ Support the development of Five Flowers for Fownhope and other wild flower projects ○ Respond to planning applications seeking compliance with climate and environmental considerations and in protection of the AONB ○ Respond to 2021-2041 Local Plan consultations from Herefordshire Council 		Common Hill Managemt; Tree survey and remedial work
Proactively encourage and support individuals and businesses to sign up to The Great Collaboration portal	Promote and encourage membership of the Parish Council Environment Group; the group to meet at least every 4-8 weeks to monitor and progress environmental matters	Monthly	
Monitor data generated by The Great Collaboration and proactively provide support identified	Respond to data generated by The Great Collaboration and provide support where required to enable residents reduce their carbon footprint, for example promote and encourage membership of the Fownhope Car Club and support the installation of community electric vehicle car charging points. Maintain the website with relevant information and signposting.	Assessed at EG meetings Monthly	

7.4 AIM: Meeting our Duties in Relation to Crime and Disorder			
OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Create a plan detailing how we meet our duties	Write and adopt a policy detailing action in terms of crime and disorder, and embed into Parish Council actions.	By December 2023	

<p>in relation to crime and disorder</p> <p>Continue our traffic calming plan to reduce volume and speed of traffic</p> <p>Consider holding a third Crime Prevention Presentation</p> <p>Work with representatives of the West Mercia Police Safer Neighbourhoods Team</p>	<p>Continue to implement and maintain/monitor traffic calming proposals: as detailed above (Local Environment: Facilities)</p> <p>Conduct public consultation seeking feedback on holding a third Crime Prevention Presentation (both previous sessions held pre COVID); and/or write articles for the newsletters or Parish Magazine with information on crime prevention (if considered not appropriate to hold face to face session)</p> <p>Consider holding a supply of DO NOT KNOCK stickers to deter cold callers, and distribute as required.</p> <p>Invite representatives of the West Mercia Police Safer Neighbourhoods Team to PC Meetings; provide the opportunity for them to submit a report if they can't attend in person; advertise and promote their local surgeries at Wye Leisure; encourage residents sign up to Neighbourhood Matters; share Police Commissioner newsletters to councillors and wider as appropriate; engage with policing consultations and surveys.</p> <p>Maintain the website with relevant information and signposting.</p> <p>Promote 'StreetSafe' (a pilot service for anyone to anonymously report public places where you have felt or feel unsafe, because of environmental issues, eg street lighting, abandoned buildings or vandalism and/or because of some behaviours, eg being followed or verbally abused); and provide a page on the Fownhope website with direct links for reporting concerns to West Mercia Police.</p>	<p>Monthly</p> <p>Spring 2023; Articles twice per year</p> <p>Spring 2023</p> <p>Quarterly; share newsletters monthly</p> <p>Monthly</p> <p>By January 2023</p>	<p>Traffic Calming;</p> <p>Clerk Salary (clerk time)</p>

7.5 AIM: Demonstrating How We Meet The Standards Set For Parish Councils And How We Continue To Improve

OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Achieve the Quality Gold Award in the Local Council Award Scheme	Aim to submit our Quality Gold application at the earliest opportunity.	January 2023	Clerk Salary (clerk time);
Create a forward plan for the Parish Council setting out how we manage the business and finance of the council	Write a forward plan using information from the Action Plan, Council Handbook, Climate Emergency Declaration and 3-year budget. Publish on the website.	December 2022	Training; Projects (as needed and for LCAS fees)
Monitor and review the Business Plan and the Action Plan regularly throughout the year	Set up a working group to monitor the business plan, report quarterly and review at the annual Strategy meeting.	December 2022; check quarterly; Review annually	
Maintain operational efficiency and compliance	<p>Ensure the website is updated regularly with:</p> <ul style="list-style-type: none"> ➤ Accounts and audit information ➤ Information on Council’s role and how it engages with the community ➤ Action plan and annual impact statements/annual reports ➤ Planning application response information ➤ Publicity advertising council activities ➤ Evidence of consulting the community ➤ Up to date policies and procedures <p>Conduct annual assessment of compliance with GDPR, Health and Safety Assessment of Assets and Risk Register</p>	Monthly with full review annually	
Provide training opportunities for Clerk, Councillors & Volunteers	Encourage and finance attendance at NALC/HALC/SLCC and other appropriate training events.	Quarterly	

8. Financials: Budgets and forecasts

The draft budget for the following financial year will be considered by members of the Finance Working Group during September and presented to the Parish Council at the October meeting of full council. It will be published for public consultation during October and November and approved (or amended) at a meeting of full council in December. The precept will be reported to Herefordshire Council prior to the end of December. It is proposed that any shortfall in the current or forecast budget will be drawn from reserves.

The Parish Council hold reserves documented in a Reserves Policy, which is reviewed on an annual basis. Short term investments are held via a portfolio with Hargreaves Lansdown which is monitored by the Responsible Financial Officer, the Investment Advisory Group and the Finance Working Group. Parish Council funds will not be invested in fossil fuel or negative carbon companies.

All decisions related to the reserves and investments are made at a meeting of full council.

Financial year	22/23	23/24	24/25
	Current budget to 31.3.23	Approved budget to 31.3.24	Draft budget to 31.3.25
INCOME			
Annual Precept	£32,000	£33,500	£34,000
Wayleave	£45	£45	£45
Investment Income	£1,650	£1700	£1,750
Common Hill Management	£339	£339	£339
DMGPC Ross Bus Contribution	£300	£300	£300
Bank Interest (Reserve ac)	£2	£2	£2
TOTAL INCOME	£34,336	£35,886	£36,436
GENERAL ADMINISTRATION			
Clerks expenses inc travel	£200	£400	£450
Admin expenses	£400	£500	£500
Insurance	£900	£975	£975
Meeting Room Hire	£350	£450	£475
Audit Costs	£450	£500	£500
Clerks Salary	£9,878	£14,000	£14,500
2023 Election Costs	£0	£1,500	£0
Total Administration	£12,178	£18,325	£17,400
COMMUNITY ENGAGEMENT			
Web-site/computer costs	£475	£475	£550

Communications and Engagement	£500	£500	£500
Community Library	£550	£550	£550
Youth Support	£200	£200	£200
Total Community Engagement	£1,725	£1,725	£1,800
TRAINING AND SUBSCRIPTIONS			
Training Clerk, Councillors, Volunteers	£650	£650	£650
HALC, ICO Subs, Scribe, HGN, Open Spaces etc	£800	£1,250	£1,300
Total Training and Subscriptions	£1,450	£1,900	£1,950
OPEN SPACES			
Play Inspection Fee	£165	£165	£170
Parish Lengthsman materials	£500	£500	£500
Parish Lengthsman labour	£2,250	£2,250	£2,500
Parish Footpaths PROW labour	£2,250	£2,500	£2,500
Common Hill Management	£339	£339	£339
Grass cutting	£750	£800	£800
Parish Maintenance & Improvements	£2,000	£2,000	£2,000
Winter Gritting	£450	£450	£450
Tree survey and tree remedial work	£2,500	£2,500	£2,500
Total Open Spaces	£11,204	£11,504	£11,759
GRANTS AND PROJECTS			
New Projects, inc. LCAS application	£5,000	£2,000	£2,000
Ross/Ledbury Buses	£1,530	£1,530	£1,600
Community Groups & Habitat Grant	£500	£500	£500
Traffic Calming Measures	£1,000	£1,000	£1,000
Contingency for allowable church support	£1,000	£0	£0
Memorial Hall PWLB Repayment	£1,100	£1,050	£1,000
Total Grants and Projects	£10,130	£6,080	£6,100
TOTAL EXPENDITURE	£36,687	£39,534	£39,009
NET INCOME/(EXPENDITURE)	-£2,351	-£3,648	-£2,573

This Forward Plan was:

Adopted: 7th December 2022

Review: Quarterly by Working Group; Annually by Full Council.