



Action Plan

This Action Plan is a statement of our vision and sets out the Council's purpose, objectives and key priorities. This is a key tool for communicating the Council's plans to residents and provides a clear understanding of how the Council works and the aims the Council wishes to achieve.

The plan is reviewed regularly to ensure that the plan is carefully monitored and that it aligns with the aspirations of the Council.

Objective	Action	Outcome	Cost	Completion by	Update
Finance and General Purposes					
Training and development	<p>Book training where needed and prepare a training and skills audit spreadsheet.</p> <p>Update Councillor and staff Handbook.</p>	<p>To have councillors and clerk who are up to date on all relevant legislation.</p> <p>To continue good governance by making it mandatory for new councillors to attend New Councillor training and other training as required.</p> <p>To support staff in attending training courses and conferences.</p>	<p>Budget:</p> <p>Staff: £1500</p> <p>Councillors: £2000</p>	2023 and ongoing	<p>The Town Council elections were held in May 2023 and all elected Councillors were provided whole council training. The members that were unable to attend, have been offered alternate training. The Administrative Assistant has now completed the ILCA.</p>

Local Council Award Scheme	Work towards the Foundation award. Aspire to high standards and best practice and continue to work for higher levels of award.	Demonstrates that the council meets the minimum requirements for operating lawfully and according to standard practice.	£200	2023 and work towards higher levels to be completed by 2025/2026.	Clerk has registered and is currently working through the checklist and liaising with the councillors. Resolved that the TC meets the criteria and the Clerk will submit the application before January 2024.
Communication with local groups and organisations	Liaise with and engage, as appropriate, in partnership or support arrangements with Leeds City Council, other local councils, government departments, statutory and public bodies, churches, local schools and voluntary bodies or agencies.	Provide community services and improve the environment to benefit the people of Horsforth. Engage with community groups, organisations and individuals to help shape the Town Council's plans for the parish	No cost	Ongoing	The Town Council held a resident drop-in session on 14 th December 2023 for to give an update about the No.3 The Green project and receive feedback from residents. A meeting is due to be held in February 2024 to hear from local

					community groups.
Internal Committees and working groups	Committees and Working Groups to be elected each year and meet regularly to carry out specific work.	To operate an effective and efficient Committee and Working Party system to deal with specific areas of interest such as Finance, HR, Transport, Flooding and Public Rights of Way.	No cost	Ongoing	
Statutory duties:	<p>Continue to undertake statutory duties to:</p> <ul style="list-style-type: none"> • Manage finances in compliance with the Financial Regulations. • Manage meetings and administer Council’s business in compliance with the Standing Orders. • Undertake external and internal audits. • Maintain internal controls. • Carry out, update and review Risk Assessments for all activities. • Adopt, update and review Policies and Procedures. • Employ and manage staff in compliance with Employment Legislation. • To comply with the law and ensure safety 	<p>To continue to be open and transparent about the way it manages its finances and its procedures.</p> <p>To be accountable to the public.</p> <p>The policies and procedures govern how the Town Council works.</p> <p>To ensure the councillors and the clerk work to current legislation and best practice</p> <p>To ensure that the Council meets the Health and Safety requirements for its staff. Councillors, and public at events and activities</p>	No cost.	<p>Ensure that all statutory documents have been adopted/reviewed by May 2023.</p> <p>Ensure the finances are compliant by the required dates in 2023.</p>	<p>All statutory policies have now been reviewed or adopted.</p> <p>The AGAR has now been submitted within the deadline.</p>
General Power of Competence (GPC)	Resolve to use GPC when the Council is eligible	GPC (LA 2011 s1(1)) gives the Town Council “the power to do anything that individuals generally may do” as long as they don’t break other laws.	No cost	2023	Resolved to adopt the General Power of Competence at the AMTC on 18.05.2023.

Community Infrastructure Levy (CIL)	Funds to be used towards 3&5 The Green and additional projects	Improved community facilities and assets	£75573	2023/2024	The use of the current available funds have been approved at the F&GP Committee meeting held on 20.07.2023 and 03.08.2023. The TC has agreed to use the funds towards the No.3 refurbishment and projects in Hall Park.
3&5 The Green	Renovate 3 &5 The Green and The Stables. Work with the Museum. Work with local community groups.	Improve community facilities and town council office. Provide ongoing income for the Town Council. Improve communication with public and groups/organisations.	£180,000	2024	
	Begin preparing the required policies and procedures including maintenance, services, building checks, obtain quotes for the above. Investigate procedures such as letting agreements, book procedures, hire costs and relevant third party policies.	Ensures the Town Council is carrying out the required procedures. To ensure the councillors and the clerk work to current legislation and best practice To ensure the Town council is meeting its obligations as an employer and	No cost	2023/2024	

	Investigate contracts such as cleaning, Wi-Fi, etc.	owner of public building in relation to health and safety.			
Planning, Traffic and Licensing Committee					
Planning and new developments	To meet each month to consider planning and licensing applications. Participate and give guidance during consultation exercises for any major developments. Consult with the residents, developers, and Leeds City Council. Ensure communication continues throughout the process of a large development. Promote community engagement in planning and represent residents Monitoring Leeds City Council's proposed site allocations.	Ensure appropriate and sensitive development. Influence the allocation and investment of any funding streams from development within and around the village. To ensure that responses to Planning applications are transparent and consistent.	No cost	Ongoing	
Neighbourhood Plan	To review the Neighborhood Plan. The Planning Committee ensure that all planning applications adhere to the policies in the Neighbourhood Plan.	Protect green spaces and community assets	£3243	2023/2024	The NDP Working Group will be meeting shortly to review the plan as agreed at the Full Council meeting held on 27.07.2023.

Road Safety	To provide a SID for use in Horsforth and review the locations regularly. To work with the West Yorkshire Police (including the PCSOs) and LCC.	To enable safer journeys for residents.	£500	Ongoing	
Community and Environment					
Awards	To award a Good Citizen and Young Achiever Award.	Recognises the contribution that individuals and group do for Horsforth.	£200	Ongoing	The awards were given at the Christmas Light Switch On event and the C&E Committee are reviewing the Awards Scheme and guidelines. This will be considered in March 2024.
Floral displays	To provide and Maintain Hanging Baskets, Jubilee Garden and other floral contributions in the town. Ongoing local volunteer support from residents and businesses Identify new community areas requiring rejuvenation Ongoing financial support from HTC and investigate funding options via grants and local businesses/organisations. Ongoing support from Horsforth in Bloom	Enhance the area and ensure that the TC maintains the upkeep	£5600 plus watering costs	Ongoing	

Annual Report	Provide information about the Councils activities in the last year. Prepare a poster and report to be published on the website and on noticeboards. Publish in Village magazine.	An annual report will give residents a brief outline of actions in it has taken, future plans and allows the council to be transparent	No cost	To be completed by the Annual Town Meeting 2023	The Annual Report has now been published and is available online and copies are in the office.
Emergency Plan	Prepare an emergency plan Work with Leeds City Council and other relevant organisations. Attend training	Help residents in event of an emergency. Provide useful contact details for residents. Ensures the Town Council is prepared for unprecedented circumstances.	This can be provided via the website and paper copies in key locations	2024	
Promote communication and dialogue between HTC and the wider village community	Continue to improve the new website and Facebook page. Investigate making a monthly E-newsletter available and prepare a mailing list Provide a copy of Horsforth Matters annually and print a number of copies for key local amenities Consider utilising social networking and digital media to widen participation and improve access for all. Improve Annual Town Meeting with the aim of increasing participation Inform residents of, and support, local groups that are able to help lonely and isolated people of all ages. Attend external events Attend the Farmers Market bi-monthly	Improves communication and is compliant with the Accessibility Regulations Ensures that vulnerable residents have support available and know who to contact Improves communication face to face. Allows the public an opportunity to meet the Clerk and Councillors to discuss concerns. To encourage and facilitate community engagement ensuring those members of the community with the smallest voice are heard and to value the community's contributions and give them consideration.	No cost – Clerk prepared with free website provider	Ongoing	Residents can now join a mailing list to receive E-Newsletters. It has been agreed to attend the Farmers Market every month. The Town Council had a stall at the Breeze event in Summer 2023.

	Open Town Council office regularly Drop in sessions are held before every Full Council meeting at 6.30pm Attend Horsforth Gala	Continue to improve the facilities for both young and elderly residents Engage with community groups, organisations and individuals to help shape the Parish Council's plans for the parish			
Christmas	To provide Christmas Lights and Christmas Trees.	Help local businesses Enhance the appearance and encourage events in the area at Christmas.	£15000	Ongoing	The festive lights and trees were installed for Christmas 2023.
Events	Continue to work with other organisations for annual events, Christmas and Remembrance Service. Work towards improving the Christmas event for 2023 To provide three Summer Band Concerts in Horsforth Hall Park.	Benefit to local residents and organisations	£5000	Ongoing	The Town Council held a successful Christmas Event working with the Horsforth Town Team. The Town Council has agreed to sponsor the band concerts again in 2024 and will start organising the Annual Event in January 2024.
Grants scheme	To provide Grants and Sponsorship to local organisations.	Supports local groups financially.	£4500	Ongoing	A number of grants have been awarded

		Provides funding for local groups to enhance their facilities and activities which will benefit local residents.			in 2023 including to Horsforth Shed, Walk of Art, WW1 100 Years, St James Woodside PCC.
Footpaths and PROW	Keeping 27 Public Rights of Way clear in the Town.	Enhance the area and protects the local footpaths. Enhance welfare of residents.		Ongoing	The Town Council has agreed to start inspecting 27 of the local ginnels and will report any issues to LCC.

Adopted: 18th May 2023

Review date: May 2024

Updated: 31th July 2023

Updated: 18th December 2023