



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: £1000</p> <p>Councillors: £1000</p>	Ongoing	<p>The Town Council elections were held in May 2023 and all elected Councillors will be provided whole council training. The members that were unable to attend, have been offered alternate training.</p> <p>The Administration Assistant completed the ILCA course in December 2023.</p> <p>Staff members continue to attend</p>

					training relevant to roles.
Local Council Award Scheme	<p>Work towards the Quality award. Aspire to high standards and best practice and continue to work for higher levels of award.</p> <p>Amendment for 2024: Work towards the Quality award.</p>	<p>Demonstrates that the council meets the minimum requirements for operating lawfully and according to standard practice.</p>	£200	2023 and work towards higher levels to be completed by 2025/2026.	<p>The Town Council was awarded the Foundation (now named Bronze) level in February 2024 and agreed to apply for the next award (Silver) and the Clerk has started work on the application.</p> <p>November 2024 Update: The application is now ready to submit.</p>
Communication with local groups and organisations	<p>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.</p>	<p>Provide community services and improve the environment to benefit the people of Horsforth.</p> <p>Engage with community groups, organisations and individuals to help shape the Town Council's plans for the parish</p>	No cost	Ongoing	<p>The Town Council held a resident drop-in session on 14th December 2023 for to give an update about the No.3 The Green project and receive feedback from residents. A meeting was held in February 2024 to</p>

					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	All Committees and Working groups have worked effectively and followed the procedures to carry out specific work.
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.	Ongoing	<p>The AGAR was completed by the statutory dates and approved by the external auditor.</p> <p>All policies are reviewed annually.</p>
Community Infrastructure Levy (CIL)	Funds to be used towards 3&5 The Green and additional projects	Improved community facilities and assets	£75573	May 2025	<p>November 2024 Update:</p> <p>The TC agreed to use the funds towards the No.3</p>

					<p>refurbishment and projects in Hall Park and the works have now been completed and paid for.</p> <p>A small amount is still available to spend, and the CIL WG has met to consider options proposed by the community. The Clerk has requested a quote to pin the tarmac near the bandstand.</p>
3&5 The Green	<p>Renovate 3 &5 The Green and The Stables.</p> <p>Work with the Museum.</p> <p>Work with local community groups.</p>	<p>Improve community facilities and town council office.</p> <p>Provide ongoing income for the Town Council.</p> <p>Improve communication with public and groups/organisations.</p>	£230,000	March 2025	<p>November 2024 Update:</p> <p>LCC has granted planning permission and the draft license of alterations has been prepared.</p>

	<p>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.</p> <p>Investigate contracts such as cleaning, Wi-Fi, etc.</p>	<p>Ensures the Town Council is carrying out the required procedures.</p> <p>To ensure the councillors and the clerk work to current legislation and best practice</p> <p>To ensure the Town council is meeting its obligations as an employer and owner of public building in relation to health and safety.</p>	No cost	Ongoing	<p>Relevant policies have been adopted by the Town Council and more will be reviewed once No.3 opens.</p> <p>Clerk still investigating additional funding options for Phase 1 and 2 but they are very limited.</p>
Planning, Traffic and Licensing Committee					
Planning and new developments	<p>To meet each month to consider planning and licensing applications. Participate and give guidance during consultation exercises for any major developments.</p> <p>Consult with the residents, developers, and Leeds City Council. Ensure communication continues throughout the process of a large development.</p> <p>Promote community engagement in planning and represent residents Monitoring Leeds City Council's proposed site allocations.</p>	<p>Ensure appropriate and sensitive development.</p> <p>Influence the allocation and investment of any funding streams from development within and around the village.</p> <p>To ensure that responses to Planning applications are transparent and consistent.</p>	No cost	Ongoing	The PL&T Committee continue to consider planning applications and meet monthly.
Neighbourhood Plan	To review the Neighborhood Plan. The Planning Committee ensures that all planning applications adhere to	Protect green spaces and community assets	£3243	Council year 2024/2025	Agreed that the TC will review the plan after the 2023 elections.

	the policies in the Neighbourhood Plan.				The Working Group have started to review the plan in March/April 2024 and agreed to attend relevant training. November 2024 Update: The working group has carried out training about the NDP.
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	Admin Assistant obtained quotes to move the SID to a different location. (Aug 24)
Community and Environment					
Amendment for 2024 Council of Sanctuary	Start the process of being recognised as a Council of Sanctuary. Adopt a separate Action Plan with detailed actions for this. Work closely with the local Town of Sanctuary support group to achieve this. Consider budget for 2025/2026	To create a culture of inclusivity and welcome in Horsforth for refugees and people seeking asylum in the town and surrounding area.	N/A – A budget will be agreed for 2025/2026	2025/2026	The Action Plan has been drafted and considered by the WG.
Amendment for 2024	Organise a litter pick in each ward in October Work with Horsforth Litter Pickers	Raise awareness about the issues surrounding litter and provide support	No cost	October 2024	November 2024 Update:

Litter issues	Work with Horsforth School	with taking practical action to tackle the problem.			Litter picks were carried out in October 2024. The C&E Committee is arranging a meeting with Horsforth School & Horsforth Litter Pickers to discuss ways they can work together to raise awareness.
Awards	To award a Heart of Horsforth Award.	Recognises the contribution that individuals and group do for Horsforth.	£200	December 2024	<p>The Clerk proposed a new scheme that was adopted called The Heart of Horsforth Awards Scheme.</p> <p>November 2024 Update: The C&E Committee have now agreed the winners and they will be announced at the Christmas light switch on event.</p>

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	LCC are no longer able to water the floral displays, and the TC agreed a quote with a new contractor. This is to be reviewed in a year. The cost for floral displays is within budget this year.
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	June 2024	The Clerk published the Annual Report in June 2024.
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.	No cost required. This can be provided via the website and paper copies in key locations	2025/2026	The Clerk has started this but due to workload it is not ready for review.
Promote communication and dialogue between HTC and	Continue to improve the new website and Facebook page. Investigate making a monthly E-newsletter available and prepare a mailing list	Improves communication and is compliant with the Accessibility Regulations	No cost – Clerk prepared with free website provider	Ongoing	All communication has improved and the Editorial WG has met regularly to prepare

<p>the wider village community</p>	<p>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 Open Town Council office regularly Drop-in sessions are held before every Full Council meeting at 6.30pm Attend Horsforth Gala</p>	<p>Ensures that vulnerable residents have support available and know who to contact</p> <p>Improves communication face to face.</p> <p>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.</p> <p>Continue to improve the facilities for both young and elderly residents</p> <p>Engage with community groups, organisations and individuals to help shape the Parish Council's plans for the parish</p>			<p>Horsforth Matters newsletter with the Admin Assistant.</p> <p>The Annual Town Meeting was advertised in advance of the meeting.</p> <p>Cllrs continue to attend the Farmers Market and also, attended the Breeze event and Climate action event.</p>
<p>Christmas</p>	<p>To provide Christmas Lights and Christmas Trees.</p>	<p>Help local businesses Enhance the appearance and encourage events in the area at Christmas.</p>	<p>£17000</p>	<p>December 2024</p>	<p>Provided and chose the lights in April 2024. The cost is within budget. Clerk applied for a LCC grant but this was not approved in August 2024 as LCC said there was</p>

					no funding available.
Events	Continue to work with other organisations for annual events, Christmas and Remembrance Service. Work towards improving the Christmas event for 2024 To provide three Summer Band Concerts in Horsforth Hall Park.	Benefit to local residents and organisations	£7000	Ongoing	<p>The Annual Event WG organised two events this year. A D-Day 80th anniversary event and had a stall at the Walk of Art.</p> <p>The Christmas Event Working Group started preparing the Christmas event in July 2024.</p> <p>The TC agreed to sponsor the band concerts for 2024 at a cost of £900.</p> <p>All the above were within allocated budget.</p>
Grants scheme	To provide Grants and Sponsorship to local organisations.	Supports local groups financially. Provides funding for local groups to enhance their facilities and activities which will benefit local residents.	£4000	Ongoing	<p>The C&E Committee awarded £1500 in September 2024. Details can be found on the website.</p>

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.	N/A	Ongoing	The C&E Committee agreed to carry out inspections of the footpaths and these will be carried when litter picks are done in October 2024.
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Adopted: 18th May 2023

Reviewed: 30th May 2024. Updated 12th September 2024, 20th November 2024

Review date: May 2025

Clerk updates the document throughout the year when necessary and uploads to the website.