ACTION PLAN FOR THE FINANCE & GENERAL PURPOSES COMMITTEE 2023 – 2027

Objectives – from Council's 4 Year Plan

1 We will work on a marketing strategy to increase income from the Council's facilities.
2 We will monitor budgets and aim to retain general reserves at 45% to 50% of Council's precept.
3 We will encourage training opportunities for staff and Councillors to ensure efficient, professional and collaborative
4 We will consider the possible use of Community Infrastructure Levy funds for local projects and seek the views of residents
5 We will maintain the Almonry in good condition
6 We will maintain the Almonry facilities, including the front and rear garden
7 We will monitor and review income sources for the Almonry

As a standing Committee we have the following Sub-Committees

- Personnel
- Marketing
- Climate and Ecology

FINANCE & GENERAL PURPOSES

Objective	Specific Objectives	Action to be taken	Completed
Action Plan	Review action plan at each meeting Present report to Council in October & April	Ongoing September/March	 **Prepared** **Completed Oct 2024** **Completed March 2025** **Completed October '25** **Completed March 2026**
Monitor income and expenditure against budget	Review budget at each meeting, monthly reports to committees and to Full Council for review Half year full report and review of savings or virements to and from EMR where needed.	Each meeting Sept / March Annually	 **Completed 2024** **Completed March 2025** **Completed October '25** **Completed March 2026**
Review financial audit reports	Review reports and act on any recommendations	Ongoing	
Inspect bank reconciliation statements	Signatories to review and sign statements quarterly	July/November/ January/May	**Completed** **November 2023** **May 2024** **November 2024** **January 2025** **September 2025** **January 2026** **Postponed to Sept 2026**
Recommend precept to Council	Seek recommendations from Committees for project spending to agree proposals prior to November meeting and prepare draft precept for recommendation to Council	November	**Completed 2023** **Completed 2024** **Completed Dec 2025**

Review and recommend Annual Return	Review Annual Governance and Accountability Return and make recommendations to Full Council	June	**Completed 2022/23** **Completed 2023/24** **Completed 2024/25** **Completed 2025/26**
Aim to retain general reserves at 45% to 50% of Council's precept	Review project and general reserves prior to budget setting and consider action, if necessary	September	
Identify additional sources of funding for projects and routine activities	Consider use of Community Infrastructure Levy funds for local projects and seek the views of residents	January	**Discussed 2026**
	Seek grant funding sources against current projects Collate suggestions and ideas to seek support from local businesses/associations	January	**Discussed 2026**
Review Council's Financial Regulations ,Standing Orders, Consider risk management and other Policies	At Annual Meeting Detailed review every four years at start of Council term Review Operational and Finance Risks Document at Annual Meeting Update or review policies when needed	May / June 2023 May annually Various	**Completed 2023/24** **Completed 2023/24** **Standing orders 2024/2025 agreed** **2025/26 agreed**
Insurance	Review insurance policy (renewal October)	July	**Completed 2023/24** **Review completed @ FC August for 2024/25** **Completed 2025-26 – for 3 years**
Agree purposes for Almonry building	Agree priorities for: ○ Council offices ○ offices for rental and rooms to hire ○ exhibition space ○ tourist information point ○ tourism purposes/ visitor experience.	May	
Maintain the Almonry building in good condition	Monitor for signs of deterioration and arrange repairs as appropriate	Ongoing	

Maintain the Almonry facilities: gardens, ambulatory toilet	Monitor for signs of deterioration and arrange for repairs and general upkeep	Ongoing	
Review Almonry income sources	Consider recommendations from Marketing Sub Committee for fees and charges Review Office leases in accordance with terms	September September	**Completed Sept '25** **Completed Sept '25**

Personnel Sub Committee

Objective	Specific Objectives	Action to be taken	Completed
Staffing levels	Review office staffing against Council business requirements prior to budget setting Review Grounds staffing requirements against workload Make recommendations to Council if changes required Publish salary scales on website	September	
	Review Health & Safety Policy and ensure its implementation Report to F & GP	May/November Annually	Completed Nov 2024
Encourage training opportunities for staff and Councillors to ensure efficient, professional and collaborative	Consider Councillors' training needs in consultation with TC Consider staff training needs in consultation with TC Recommend these considerations to F&GP Set a budget for training needs		

Marketing Sub Committee

Objective	Specific Objectives	Action to be taken	Completed
Produce a marketing strategy to increase income from the Council's facilities	Review council properties and their facilities Consider Promotional methods and materials Produce draft Income/ Expenditure projections		
	Consider proposals for use of Almonry as an events and or wedding venue		
	Review success (or not) of Tourist Information Point		
	Review hire agreements of offices at the Almonry and other premises		
	Monitor SLA with Beautiful Battle		

	Monitor SLA with the Museum		

Climate & Ecology Sub Committee

Objective	Specific Objectives	Action to be taken	Completed
To decrease carbon footprint of Town Council and encourage community participation			