

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office  
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 Appleby-in-Westmorland  
 Cumbria  
 CA16 6YB

## Action Plan 2016-2017

<b>Council</b>		
<b>Action</b>	<b>Description</b>	<b>Target / Completed</b>
Council Training	Administration Assistant to attend Clerk's Induction and Local Council Finance training	March 2017 / <b>March 2017</b>
Press and Media Policy	Update Press and Media Policy to include section on social media	November 2016 / <b>January 2017</b>
Community Report 2015	Update Community Report 2015 following flooding events of December 2015	September 2016 /
Local Delivery of Services	Participate in EDC's Local delivery of services pilot scheme	March 2017 / <b>November 2016</b>
Neighbourhood Development Plan	Establish Steering Group to progress Neighbourhood Development Plan	October 2016 /
Minutes	Consolidate Council Meetings 1974 – to date	March 2017 /
Papers and Records	Review papers and records stored in Moot Hall loft	December 2016 /
Six Month Internal Audit	Introduce an internal six month audit	September 2016 / <b>December 2016</b>
Business Continuity Plan	Develop business continuity plan	December 2016 /
Certificate in Local Council Administration	Clerk to achieve Certificate in Local Council Administration	March 2017 /
Local Council Award Scheme	Submit evidence to achieve foundation level	October 2016 /
<b>Finance</b>		
Financial Regulations	Revise Financial Regulations in accordance with NALC template	March 2017 / <b>September 2016</b>

	January 2016	
Grant Application	Submit grant application Cumbria Community Foundation to cover additional expenditure as a result of the floods	October 2016 /
Charity Accounts	Submit Trustee information to Blackrock and open new Cumberland Accounts	September 2016 /
Pensions	Deliver Pensions in accordance with legislation	August 2016 / <b>November 2016</b>
Insurance	Go to market for new 3 year insurance deal	July 2016 / <b>July 2016</b>
Lift Service and Maintenance Contract	Go to market for new 3 year contract	August 2016 / <b>July 2016</b>
<b>Buildings</b>		
Buildings Surveys	Complete surveys on all Council owned buildings	March 2017 /
Cloisters: Paving	Relay paving following the flooding of December 2015	October 2016 /
Cloisters: Flood Resilience	Submit application for flood resilience measures	September 2016 /
Dowpitts Wood : Condition Survey	Complete condition and maintenance survey of Dowpitts Wood	September 2016 /
Fair Hill: Remove Fence	Remove fence from tree plantation	November 2016 /
Market Arcade: Clean Front	Clean front elevation of Market Arcade	October 2016 /
Moot Hall: Condition Survey	Complete condition survey of Moot Hall	December 2016 / <b>December 2016</b>
Public Hall: Roof	Undertake repair to roof to prevent leaking	September 2016 / <b>October 2016</b>
Public Hall: Lighting	Improve lighting on landing and foyer	October 2016 /
<b>Community</b>		
Alice Palmer's Trees	Plant trees in memory of Alice Palmer	October 2016 /

Edenside Residential Home	Apply to list Edenside Residential Care Home as an asset of community value	June 2016 / <b>June 2016</b>
Flooding	Continue to work with authorities in the aftermath of December's floods	Ongoing
<b>Tourism</b>		
Visit Appleby Website	Work with Appleby Community Enterprises to develop new tourism website	September 2016 /
Appleby Leaflets	Distribute 20,000 Appleby Leaflets	July 2016 / <b>July 2016</b>
Yorkshire Dales National Park	Develop relationship and opportunities	August 2016 /
Eden Valley Map / guide	Revise and reprint Eden Valley map / guide	March 2017 /
Settle to Carlisle Railway Line	Work with Settle to Carlisle Railway Line and train operates following landslip	March 2017 /